

Agenda



Listening Learning Leading

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Date: 26 July 2017
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A MEETING OF THE

Cabinet

**WILL BE HELD ON THURSDAY 3 AUGUST 2017 AT 6.00 PM
MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, OX14 4SB**

Members of the Cabinet

Member	Portfolio
John Cotton (Chairman)	Leader of the Council and Cabinet member for corporate strategy, communications and strategic policy (including the local plan)
Felix Bloomfield	Cabinet member for development management and building control
Elizabeth Gillespie	Cabinet member for community safety, legal, democratic services, electoral services, licensing and grants
Tony Harbour	Cabinet member for technical services (including environmental health, grounds maintenance, waste, car parking, facilities and engineering services)
Lynn Lloyd	Cabinet member for leisure services, arts and housing
Jane Murphy	Deputy Leader of the Council and Cabinet member for finance
David Nimmo-Smith	Cabinet member for the Five Councils' Partnership and corporate services contracts, IT and HR
Robert Simister	Cabinet member for development and regeneration including property, economic development, Didcot Garden Town and Berinsfield

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ITEMS TO BE CONSIDERED WITH THE PUBLIC PRESENT

Reports considered with the public present are available on the council's website.

1 Apologies for absence

To record apologies for absence.

2 Minutes (Pages 5 - 10)

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 15 June 2017.

3 Declaration of disclosable pecuniary interest

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

4 Urgent business and chairman's announcements

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

5 Petition on Didcot Garden Town

At its meeting on 20 July 2017, the Council received the following petition signed by in excess of 2000 people:

“Please promise to protect all of Didcot’s green spaces, paths and amenities on Ladygrove from loss, shrinkage or relocation through future development”.

Council referred the petition to Cabinet for consideration when it considered the Didcot Garden Town delivery plan.

6 Public participation

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

CABINET DECISIONS

7 Corporate delivery plan (Pages 11 - 22)

To consider the head of corporate strategy's report.

8 Neighbourhood planning district grant funding review (Pages 23 - 28)

To consider the head of planning's report.

9 Berinsfield community investment scheme (Pages 29 - 32)

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

RECOMMENDATIONS TO COUNCIL

10 Temporary accommodation provision 2017-2022 (Pages 33 - 56)

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

11 Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

ITEMS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

These reports are not available on the council's website.

12 Didcot Wave (Pages 57 - 60)

To consider the chief executive's report.

13 Henley Leisure Centre (Pages 61 - 64)

To consider the acting chief executive's report.

14 Thame Leisure Centre small pool conversion (Pages 65 - 68)

To consider the acting chief executive's report.

MARGARET REED

Head of Legal and Democratic Services

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Minutes

OF A MEETING OF THE

Cabinet

HELD ON THURSDAY 15 JUNE 2017 AT 6.00 PM

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON,
OX14 4SB



Listening Learning Leading

Present: John Cotton (Chairman), Felix Bloomfield, Elizabeth Gillespie, Tony Harbour, Lynn Lloyd, Jane Murphy, David Nimmo-Smith and Robert Simister

Officers: Ben Coleman, Steve Culliford, William Jacobs, Alice Lynch, Margaret Reed, Andrew Down, Mark Stone, Ben Coleman, Philip Ealey, Holly Jones, Joy Kellaway and Ian Matten

Also present: Councillor David Turner

1 Minutes

RESOLVED: to approve the minutes of the Cabinet meetings held on 10 March and 6 April 2017 as correct records and agree that the Chairman signs them as such.

2 Declaration of disclosable pecuniary interest

None

3 Urgent business and chairman's announcements

None

4 Public participation

Councillor David Turner requested to speak on the items relating to the waste collection policy, the sewage treatment works at Moulsoford, and the exempt item on engineering services.

5 Waste collection policy

Cabinet considered the report of the chief executive that sought approval of a revised waste collection policy. This included the new clear sacks policy and some legislative changes.

David Turner addressed Cabinet, asking why households with fewer than five occupants could not have an extra food caddy if they were prepared to pay for it. He asked why biodegradable food bags were not acceptable, and he asked why churches had a competitive advantage over village halls when it came to paying for waste collection.

In response to Mr Turner's questions, the officer reported that the council wished to retain ownership of the waste bins. The anabolic digester could not deal with biodegradable bags tied in knots; this outlined a need for further education for residents. The recharging of churches and village halls for waste collection was set out in legislation but officers could review charging where premises were used for events.

The changes to the policy included allowing households with five or more residents to automatically qualify for an additional free food waste caddy as an incentive to encourage more food waste recycling. Officers reported that requests for additional food waste bins would be dealt with on a case by case basis. Cabinet supported the policy set out in appendix 1 to the report but considered that residents should be charged for the cost of delivering an additional food caddy.

Cabinet also asked officers to keep recycling performance under review and to consider any actions to increase it.

RESOLVED: to approve the new waste collection policy attached as appendix 1 to the chief executive's report, subject to adding that residents will be charged for the cost of delivering an additional food waste caddy.

6 Flexible homelessness support grant

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

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

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

7 Sewage treatment works in Moulsoford

Cabinet considered the report of the head of HR, IT and technical services. This set out a case to procure a new sewage treatment plant at Moulsoford. The council was responsible for running and maintaining this plant.

David Turner addressed Cabinet, expressing concern that Thames Water had chosen not to adopt the replacement plant. He suggested that the council should write to the government seeking a review to require water companies to adopt community sewage treatment works. The leader agreed that this should be raised

with the government and asked officers to draft a letter that he and David Turner, the leader of the opposition, could jointly sign.

The report set out the following options:

1. taking no action
2. upgrading the existing treatment works
3. connecting the private drainage system to the Thames Water sewer on the east side of the River Thames at South Stoke at an estimated cost of £2.36 million
4. replacing the treatment works at a cost of £300,000 (funding previously allocated to the provisional capital programme)

Cabinet considered that the existing treatment works had exceeded its design life span and needed replacement rather than upgrading. The cost of connecting to the Thames Water system was considered too high. Cabinet therefore agreed to replace the treatment works.

Cabinet also noted that the council would contact the housing association SOHA to seek a contribution towards the capital cost of the work.

RESOLVED:

- (a) To begin a procurement process to identify a suitable supplier for a new replacement sewage treatment works at Moultsford;
- (b) Subject to the winning tender being within capital allocation, to delegate the award of the contract to supply and install a new sewage treatment works to the head of HR, IT and technical services in consultation with the cabinet member for technical services. Decision to award to be recorded and fully documented using 'record of officer decision' documentation;
- (c) To note that the transfer of budget for the project from the provisional to the approved capital programme will be undertaken using an individual cabinet member decision once actual costs are known; and
- (d) To request officers to draft a letter, to be signed jointly by the council leader and the leader of the opposition, expressing the council's concern and disappointment that there is no mechanism to require water companies to adopt community sewage treatment works and requesting that this situation is reviewed.

8 Article 4(1) Direction, Kingsholme Close, East Hagbourne

Cabinet considered the head of planning's report on a proposal to make an Article 4(1) Direction to provide additional controls on future development at Kingsholme Close, East Hagbourne. The proposal had been made by local residents to protect the character of Kingsholme Close. The proposal had been supported during consultation on the draft Article 4(1) Direction.

Cabinet welcomed the proposal and confirmed the Article 4(1) Direction. It was noted that this would be registered on the council's geographic information system and flagged for future planning applications at the site, and it would appear on any land searches also.

RESOLVED: to confirm the Article 4(1) Direction, served at Kingsholme Close in East Hagbourne, making it permanently binding.

9 Statement of community involvement

Cabinet considered the head of planning's report, which proposed the adoption of a revised statement of community involvement in the planning service. The draft statement had been subject to a statutory consultation process and had received support. The report set out the changes made to the draft as a result of the consultation.

Cabinet considered that the previous statement, dated 2006, was out of date and should be replaced by the 2017 draft appended to the report. This would help streamline the planning process and help applicants and residents.

RESOLVED: to

- (a) adopt the Statement of Community Involvement April 2017, as set out in appendix 1 of the head of planning's report; and
- (b) authorise the head of planning in consultation with the Cabinet member for planning policy to make any minor changes, typographical corrections or non-material amendments to the Statement of Community Involvement prior to formal publication.

10 Science Vale and Enterprise Zone marketing plan

Cabinet considered the report of the interim head of development, regeneration and housing. This proposed South Oxfordshire and Vale of White Horse district councils together spending £183,000 on a campaign to market the Science Vale UK and Enterprise Zone in 2017/18. The funding had been provided by a government grant for this purpose. Tabled at the meeting was an addendum to the report setting out key performance indicators to measure the main aim, which was to secure inward investment. This would also generate additional business rates.

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

RESOLVED: to

- (a) agree to spend £91,500 for the Science Vale UK and Enterprise Zone 2017/18 marketing campaign production and advertising placement, from the previously approved Department of Communities and Local Government grant funds budget, to implement the marketing plan set out in the interim head of development, regeneration and housing's report; and
- (b) agree to submit the Enterprise Zone Marketing Plan to the Oxfordshire Local Enterprise Partnership and the Department of Communities and Local Government, in accordance with the Enterprise Zone Implementation Plan previously agreed by all Enterprise Zone partners including this council.

11 Exclusion of the public

RESOLVED: to exclude members of the press and public from the meeting for the following items of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- i. it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act, and
- ii. the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

12 Engineering services

Cabinet reviewed its engineering service provision and agreed to extend its existing arrangements to allow further time to determine longer term arrangements.

13 Corporate services

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

The meeting closed at 7pm

Chairman

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Cabinet Report



Listening Learning Leading

Report of Head of HR, IT and Technical Services

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Wards affected: All

Cabinet member responsible: John Cotton

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To: CABINET

Date: 3 August 2017

Corporate delivery plan

Recommendation

To approve the corporate delivery plan.

Purpose of Report

1. To seek Cabinet's approval of the council's corporate delivery plan attached, taking into account any views from Scrutiny Committee (meeting on 25 July 2017).

Corporate Objectives

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

Background

3. The Council agreed its new Corporate Plan in 2016.
4. Since then officers, with relevant Cabinet members have been working on detailed planning and implementation of the plan. The corporate delivery plan sets out key actions under each corporate priority which provide a link between the high-level plan, team and individual work plans.

5. The corporate delivery plan is attached as appendix 1. It includes timescales for delivery and head of service or strategic management board member responsible for each of the actions.
6. The plan once agreed will form the basis of six-monthly progress reports to Scrutiny Committee and Cabinet. The plan will be a rolling one and the actions within it will be reviewed annually, with any actions not completed in year being rolled forward.
7. The first progress report is scheduled for November 2017.

Options

8. None

Financial Implications

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

Legal Implications

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

Risks

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

Other implications

12. None

Conclusion

13. To fulfil obligations to report progress on the Corporate Plan twice a year, it is necessary to have an approved mechanism to facilitate this. The attached corporate delivery plan provides the link between the high level plan and team work plans.
14. The actions detailed in the attached corporate delivery plan have been agreed with individual heads of service and represent actions they intend to take to achieve the council's objectives as set out on the Corporate Plan 2016 – 2020.

Background Papers

None

South Corporate delivery plan 2016/2020

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
1 - Invest in the district's future	S - South	· Directly addressing matters that fetter growth within our control, such as housing supply and provision of affordable housing. We will work with partners to seek to overcome infrastructure bottlenecks that impact adversely on business competitiveness	Work with developers to bring forward new employment sites that help to create 20,000 new jobs across both councils over the next 15 years	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
1 - Invest in the district's future	S - South		Establish Science Vale as an international business location of choice by creating a dedicated website and supporting marketing campaign	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q1		
1 - Invest in the district's future	S - South		Increase the rate of housebuilding compared to previous year	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
1 - Invest in the district's future	S - South	· Supporting the creation of an environment that allows enterprising small and medium sized businesses to grow	Deliver the actions identified in the business and innovation strategy to support SME businesses to grow. Actions dated from 2017 to 2020	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South	· Championing our SMEs in South Oxfordshire	Deliver the actions identified in the business and innovation strategy to champion SME businesses	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South		Promote the SME community via SOBusiness brand, events, website and social media in order to support the growth of SMEs, measured through website hits, social media followers and interaction, newsletter subscribers	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South		Develop accurate business database to identify SME businesses	Andrew Down	HRITTS	Economic Development	Q2	Q4		
1 - Invest in the district's future	S - South		Working with Procurement to identify suitable data management system to manage business contacts	Andrew Down	HRITTS	Economic Development	Q1	Q3		
1 - Invest in the district's future	S - South	· Seeking to build on the strengths of our internationally renowned hydrology base at Howbery Park and the nuclear fusion and renewable energy research and prototyping at Culham. Our aim is to accelerate the commercial application of these world leading facilities to create high value knowledge economy jobs	Produce a plan with input from Howbery Park and Culham to support the specific technologies and specialisms to grow the sector and maximise job creation in these locations	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South	· Supporting the Thame Farmers Auction Mart to relocate to an alternative site within the district thereby freeing up the Thame cattle market site for redevelopment	Work with TFAM to identify a new site and consider options for redevelopment of existing site	Andrew Down	HRITTS	Economic Development	Q1	To next year		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
1 - Invest in the district's future	S - South	· Seeking to support the market towns as places to visit and places to live.	Review the funding support for market town activity with town councils	Andrew Down	HRITTS	Economic Development	Q1	Q2		
1 - Invest in the district's future	S - South		Facilitate a district-wide network for sharing best practice in market towns in order to improve vitality of towns, measured via annual footfall and/or vacancy surveys	Andrew Down	HRITTS	Economic Development	Q2	Q4		
1 - Invest in the district's future	S - South	· Aim for all businesses and residents to have access to superfast Broadband	By maintaining a presence on the Board, promote effective delivery of the council's investment in the Better Broadband for Oxfordshire programme	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South		Package gaps in broadband coverage across the district and identify alternative solutions to deliver desired coverage	Andrew Down	HRITTS	Economic Development	Q1	To next year		
1 - Invest in the district's future	S - South	· Encourage mobile phone providers to improve mobile phone reception, including use of council-owned sites to improve coverage	Discussion with key contacts in major mobile phone providers to determine how reception can be improved	Andrew Down	HRITTS	Economic Development	Q3	To next year		
1 - Invest in the district's future	S - South		Identify appropriate sites on council owned buildings to host masts to improve mobile phone coverage	Andrew Down	HRITTS	Economic Development	Q3	To next year		
1 - Invest in the district's future	S - South	· Building a new leisure centre at Didcot	Negotiate terms for land acquisition for a new leisure centre in Didcot	Mark Stone	Corporate Strategy	Leisure	Q1	Q1		
1 - Invest in the district's future	S - South	· Building a new leisure centre at Didcot	Re-mobilise the design team once the land has been secured	Gerry Brough	Housing & Development	Housing Regeneration and Development	To next year	To next year		
1 - Invest in the district's future	S - South	· Planning for future leisure needs in the district	Procure update to leisure evidence base studies which takes account of the Local Plan 2033	Mark Stone	Corporate Strategy	Leisure	Q3	Q4		
1 - Invest in the district's future	S - South	· Following adoption of the Local Plan and housing allocations, and agreement on facilities at the new Didcot leisure centre, considering the need for a new indoor leisure facility elsewhere in the district	Consider the need for a new indoor leisure facility in the district once agreement has been reached on facilities mix at Didcot leisure centres	Mark Stone	Corporate Strategy	Leisure	Q4	To next year		
1 - Invest in the district's future	S - South	· While recognising the challenges of changing local government finance we will maintain our strong financial position through innovation, efficiency and careful management.	Look to identify additional revenue streams in light of the planned changes in existing funding regime for LAs	Mark Stone	Senior Management Board	CEO	Q3	To next year		
1 - Invest in the district's future	S - South		Look to identify efficiencies through the unitary proposal	Mark Stone	Senior Management Board	CEO	Q3	To next year		
2 - Unlock the potential of Didcot	S - South	· Develop the Orchard Centre phase two to deliver excellent retail and leisure facilities and exemplar homes	Support Hammerson to develop Phase 2 of The Orchard Centre by April 2017	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q1	Please note the final plan did not include any housing	

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
2 - Unlock the potential of Didcot	S - South	· Regenerate the gateway to Didcot around the station to provide a landmark entrance to science vale	Include proposals to regenerate the gateway to Didcot within Didcot Garden Town Delivery Plan. Implement proposals in late 2017/early 2018	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q3	To next year		
2 - Unlock the potential of Didcot	S - South	· Attract infrastructure funding that enables traffic to flow through and around the town	Develop an infrastructure plan for Didcot Garden Town and use this to secure funding for the Northern Periferal Road Phase 3 and science bridge	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
2 - Unlock the potential of Didcot	S - South		Secure funding to enable delivery of the Didcot Garden Town infrastructure plan over 5-15 years	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
2 - Unlock the potential of Didcot	S - South	· Create welcoming green neighbourhoods throughout the residential and business quarters	Progress Local Plan to adoption by 31 Dec 2018 that includes a policy on Didcot Garden Town	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
2 - Unlock the potential of Didcot	S - South		Create the new landscaped areas and green corridors included in the Didcot Garden Town Delivery Plan from September 2017	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q2	To next year		
2 - Unlock the potential of Didcot	S - South	· Master plan the wider town centre to develop a transformational change programme that meets garden town objectives	Complete draft Didcot Town Delivery Plan by May 2017, for adoption by both Councils in October 2017	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q3		
2 - Unlock the potential of Didcot	S - South	· Involve local residents in all aspects of the garden town initiative	Hold stakeholder events, public meetings and create an inter-active website to enable local residents to contribute to decisions	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Deliver the right balance of types and tenure of new homes to meet housing need and support economic growth	Progress Local Plan to adoption by 31 Dec 2018 that sets housing policy	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Develop starter home and low cost home ownership initiatives	Work with HCA and developers to identify two suitable sites for starter homes within the district	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Ensure a good supply of affordable rented homes for those unable to buy	Achieve affordable housing targets, whereby 75% of affordable housing is for rent	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South		Explore possible models for direct delivery of affordable rented accomodation, in partnership with commercial funders and developers	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Promote self-build and custom build initiatives, and ensure that land is made available for this purpose	Progress Local Plan to adoption by 31 Dec 2018 that sets a policy on self-build and custom build	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Encouraging exemplar housing design through our planning policies	Adopt Design Guide by 31 Dec 2016 to encourage exemplar housing design	Adrian Duffield	Planning	Planning Policy	Q1	Q3		
3 - Homes and jobs for everyone	S - South	· Working with developers and other partners to develop a protocol that will ensure high quality, sympathetic design across our district	Using the adopted Design Guide ensures high quality, sympathetic design.	Adrian Duffield	Planning	Planning Policy	Q1	Q3		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
3 - Homes and jobs for everyone	S - South	· Strongly supporting the development of neighbourhood plans for our towns and villages	Provide a dedicated member of staff to assist town and parish councils to deliver their neighbourhood plans by offering professional expertise	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
3 - Homes and jobs for everyone	S - South		To continue to offer grant aid to to neighbourhood planning groups	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Undertaking comprehensive regeneration of Berinsfield	Produce a Berinsfield Community Investment Scheme proposal by May 2017	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q1		
3 - Homes and jobs for everyone	S - South		Obtain broad community support for any proposed development in Berinsfield as evidence by a survey	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	Q1		
3 - Homes and jobs for everyone	S - South		Secure the external funding needed to deliver the agreed investment scheme proposal	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Ensuring our environmental assets such as the Green Belt, the Chilterns AONB and Sites of Special Scientific Interest (SSIs) are protected for future generations	Win 85% of planning appeals in the Green Belt, AONBs and SSIs	Adrian Duffield	Planning	Planning Policy	Q1	To next year	Plan does not include North Wessex AONB	
3 - Homes and jobs for everyone	S - South		Apply Biodiversity accounting to at least 80% of all major applications	Adrian Duffield	Planning	Planning Policy	Q1	To next year		
3 - Homes and jobs for everyone	S - South	· Directly undertaking development where we see market failure or a gap in provision, creating delivery vehicles as required	Explore models for direct delivery of affordable rented accommodation	Gerry Brough	Housing & Development	Housing Regeneration and Development	Q2	To next year		
3 - Homes and jobs for everyone	S - South	· Assisting households to remain in their homes through mediation and enforcement of their rights to occupy.	Meet agreed homelessness prevention targets as set out in the Housing service plan. Target is currently 936 a year	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
3 - Homes and jobs for everyone	S - South	· Providing a holistic housing advice service, in partnership with other agencies, to maximise the housing options for all households	Meet agreed targets as set out in the KPIs for provision of advice to people seeking new homes through the Councils' Choice based lettings scheme. Target is to process new applicants through to entry on the register within 20 days	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
3 - Homes and jobs for everyone	S - South	· Helping low income families to access affordable rented accommodation through deposit bonds, rent-in-advance loans and tenancy support	Meet agreed targets for delivery of these various forms of assistance as set out in the Housing service plan. Target is to nominate applicants for a specific property within 3 working days	Gerry Brough	Housing & Development	Housing Needs	Q1	Q4		
3 - Homes and jobs for everyone	S - South	· Ensuring a good supply of appropriate employment land across the district	Progress Local Plan to adoption by 31 Dec 2018 that will assist in indentifying appropriate employment land	Adrian Duffield	Planning	Planning Policy	Q1	To next year		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
3 - Homes and jobs for everyone	S - South	• Working with delivery partners to ensure a good supply of appropriate business premises for start-ups and small and medium enterprises	Deliver the actions identified in the business and innovation strategy to ensure a good supply of appropriate business premises for start-ups and SME businesses. Actions dated from 2017 to 2020	Andrew Down	HRITTS	Economic Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	• Ensuring that the skills needs of our employers are identified and that training programmes are in place to provide a skilled labour force	Deliver the actions identified in the business and innovation strategy to ensure that the skills needs of employers are identified and liaise with education providers to find appropriately skilled staff locally or supply the necessary training. Actions dated from 2017 to 2020	Andrew Down	HRITTS	Economic Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	• Encouraging local apprenticeship and local workforce schemes that benefit our young people	Deliver the actions identified in the business and innovation strategy to encourage local apprenticeships and local workforce schemes for young people. Actions dated from 2017 to 2020	Andrew Down	HRITTS	Economic Development	Q1	To next year		
3 - Homes and jobs for everyone	S - South	• Supporting the Government's objective of achieving full employment	Deliver the actions identified in the business and innovation strategy to support the objective of reaching full employment. Actions dated from 2017 to 2020 including workshops to support businesses seeking specifically skilled staff.	Andrew Down	HRITTS	Economic Development	Q1	To next year		
4 - Build thriving communities	S - South	• Delivering new and ambitious air quality action plans to improve air quality across the district and specifically tackle poor air quality in Henley, Wallingford and Watlington	Adopt the Low emission strategy and complete two further actions in the air quality action plan	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
4 - Build thriving communities	S - South	• Working with partners as part of the South and Vale Community Safety Partnership (CSP) to deliver the CSP annual plan aimed at reducing crime, tackling anti-social behaviour and supporting vulnerable people.	As part of the South and Vale Community Safety Partnership (CSP), agree its annual plan by 31 July 2017.	Margaret Reed	Legal & Democratic	Community Safety	Q1	Q2		
4 - Build thriving communities	S - South		A report on the CSP's performance in 2017/18 will be submitted to the Joint Scrutiny Committee in March 2018.	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
4 - Build thriving communities	S - South	• Maintaining the number of people who say they feel safe during the day/at night	Maintain the number of people who say they feel safe walking alone in their community in daytime at a minimum of 97% as measured in the residents' survey	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
4 - Build thriving communities	S - South		Maintain the number of people who say they feel safe walking alone in their community at night at a minimum of 79% as measured in the residents' survey	Margaret Reed	Legal & Democratic	Community Safety	Q4	Q4		
4 - Build thriving communities	S - South	• Continuing the annual South Oxfordshire deep clean programme	Achieve at least 80% customer satisfaction with cleanliness in the residents' survey	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
4 - Build thriving communities	S - South	• Increasing the recycling rate to 70 per cent and maintaining our position as one of the top 10 authorities for recycling	Stay in the top ten nationally for LA recycling rates by increasing recycling rate to at least 70%	Mark Stone	Corporate Strategy	Waste	Q1	Q4		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
4 - Build thriving communities	S - South		Stay in the top five nationally for LA residual waste measured per kg per household	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
4 - Build thriving communities	S - South		Maintain an average annual contamination rate of 7% or below	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
4 - Build thriving communities	S - South	Increasing the number of people using leisure centres	Refurbish swimming pool changing rooms at Thames sports centres to make them more welcoming to new users	Mark Stone	Corporate Strategy	Leisure	Q1	Q2		
4 - Build thriving communities	S - South		Swim campaign to increase participation in swimming - increase total visits by 1%	Mark Stone	Corporate Strategy	Participation	Q1	Q2		
4 - Build thriving communities	S - South		Swim campaign to increase participation in swimming - increase activity visits by 1%	Mark Stone	Corporate Strategy	Participation	Q1	Q2		
4 - Build thriving communities	S - South		Refurbish the squash courts at Henley Leisure Centre	Mark Stone	Corporate Strategy	Leisure	Q1	Q2		
4 - Build thriving communities	S - South	Supporting the government drive to increase sport and activity in schools	Deliver 9 sportivate sessions to 14 - 25 year olds in schools across the district	Mark Stone	Corporate Strategy	Participation	Q1	Q4		
4 - Build thriving communities	S - South	Working with Sustrans to improve provision of cycle routes in the district	Work with Sustrans to identify where there are gaps in the provision of cycle routes and how the council could support improvements	Andrew Down	HRITTS	Policy & Partnerships	To next year	To next year		
4 - Build thriving communities	S - South	Piloting the introduction of a cycle hire scheme in one of our market towns	Work in partnership with key partners, including commercial ventures, to look at feasibility of introduction of a scheme in Henley	Andrew Down	HRITTS	Policy & Partnerships	To next year	To next year		
4 - Build thriving communities	S - South	Increasing participation in activity and sport to improve health	Run Go Active Gold activities in selected Year 2 villages	Mark Stone	Corporate Strategy	Participation	Q1	Q4		
4 - Build thriving communities	S - South		Run 10 Active Women activities across the district	Mark Stone	Corporate Strategy	Participation	Q1	Q4		
4 - Build thriving communities	S - South		Deliver 9 sportivate sessions to 14 - 25 year olds across the district	Mark Stone	Corporate Strategy	Participation	Q1	Q4		
4 - Build thriving communities	S - South	Introduce individual councillor budgets through which councillors can support small community projects in their area	Introduce a grants scheme for councillors to support community projects that benefit residents in their ward	Mark Stone	Corporate Strategy	Grants	Q1	Q4		
4 - Build thriving communities	S - South	Consider the business case for introducing a local lottery scheme to fund community projects	Introduce local lottery scheme and first tickets sold	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
4 - Build thriving communities	S - South	Provide additional support to voluntary and community groups to help them to find the volunteers they need, and provide vital services to residents, including a website to link potential volunteers with volunteering opportunities.	Introduce an IT solution which helps volunteers to find suitable volunteering opportunities	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
4 - Build thriving communities	S - South	Increase the number of people volunteering in the district by 3%	Promote volunteering through local businesses, schools and other voluntary sector events by carrying out a marketing campaign	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
4 - Build thriving communities	S - South		Produce an action plan to increase the number of volunteers in the district by 3%	Andrew Down	HRITTS	Policy & Partnerships	Q2	Q4		
4 - Build thriving communities	S - South	· Promote, create and support volunteer roles and opportunities for sports volunteering within the local community	Introduce a new grant scheme to help fund the costs of becoming a volunteer	Andrew Down	HRITTS	Policy & Partnerships	Q2	Q4		
4 - Build thriving communities	S - South	· Support rural communities with maintaining their transport links by working with bus operators to look at options to continue some of the bus services previously supported directly by Oxfordshire County Council	Commission a feasibility study on options to support communities who have lost their last bus service to maintain links to key services subject to budget being available	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q3		
4 - Build thriving communities	S - South	· Investigate opportunities for increasing the role of parish councils in hyperlocal issues.	Include proposals for greater delegation to town & parish councils as part of the Unitary proposal submitted to government	Mark Stone	Senior Management Board	CEO	Q1	Q4		
5 - Services that reflect residents' needs	S - South	· Maintain high levels of resident satisfaction with the Council and with key services such as waste and cleanliness	Maintain or improve the level of satisfaction with waste collections results in the residents' survey. Baseline of 87% from the 2015 residents' survey	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
5 - Services that reflect residents' needs	S - South		Carry out the biennial residents survey, disseminate results and prepare an action plan for improvement	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
5 - Services that reflect residents' needs	S - South	· Engage with residents on issues, services or projects which affect them, and consider their views in making decisions	Agree a public engagement strategy which reflects national guidance and customer needs	Andrew Down	HRITTS	Policy & Partnerships	Q2	Q3		
5 - Services that reflect residents' needs	S - South		Introduce new consultation software that improves the customer experience and makes it easier to respond to planning consultations	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
5 - Services that reflect residents' needs	S - South	· Maintain a close dialogue with town and parish councils in order to understand the issues they face and where possible work with them to find solutions	Invite parish councils to submit ideas for discussion at the twice yearly town and parish forums	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q3		
5 - Services that reflect residents' needs	S - South		Support to carry out CLPs where requested	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
5 - Services that reflect residents' needs	S - South	· Create two parish and town forums a year so that parishes can be a part of the District's work	Hold town and parish forums in Summer and Autumn of each year, using a variety of venues to encourage parishes who do not routinely attend to participate	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q3		
5 - Services that reflect residents' needs	S - South	· Hold a Parish Councils briefing before each Budget	Hold an annual budget briefing for town & parish councils in line with timescales agreed by the Leader and Cabinet Member for Finance	Andrew Down	HRITTS	Policy & Partnerships	Q3	Q4		
5 - Services that reflect residents' needs	S - South	· Work to broaden understanding of public opportunities to contribute to Council's meetings	Produce a dedicated website page explaining opportunities for public participation at council meetings by December 2017	Margaret Reed	Legal & Democratic	Democratic Services	Q3	Q3		

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
5 - Services that reflect residents' needs	S - South	· Support the democratic process through innovative IT solutions as part of the new IT Strategy.	Provide a comprehensive public GIS, with industry standard interface, by end November 2016.	Andrew Down	HRITTS	IT Applications	Q1	Q3		
6 - Be tough on enforcement	S - South	· Achieving an overall reduction in enforcement intervention through increased engagement with developers at all stages of the planning process	Using baseline 2015/16 data, reduce our annual expediency decision case numbers by 5% between 1 April 2016 and 31 March 2018	Adrian Duffield	Planning	Planning Development	Q1	To next year		
6 - Be tough on enforcement	S - South		Using 2017/18 baseline data, reduce our annual expediency decision case numbers by 3% between April 2018 and Mar 2020	Adrian Duffield	Planning	Planning Development	To next year	To next year		
6 - Be tough on enforcement	S - South	· Offering support and guidance to applicants throughout the planning process in order to mitigate breaches of planning control that might otherwise lead to enforcement action.	Using 2015/16 baseline data, increase the number of voluntary compliance outcomes by 5% between 1 April 2016 and 31 March 18	Adrian Duffield	Planning	Planning Development	Q1	To next year		
6 - Be tough on enforcement	S - South		Using 2017/18 baseline data, increase the number of voluntary compliance outcomes by 3% between April 2018 and March 2020.	Adrian Duffield	Planning	Planning Development	To next year	To next year		
6 - Be tough on enforcement	S - South	· Through a risk based inspection and enforcement programme we will ensure that food businesses comply with food safety legislation	Complete 100% of the annual inspection programme of food business	Mark Stone	Corporate Strategy	Food and Safety	Q1	Q4		
6 - Be tough on enforcement	S - South	· 96 per cent of businesses will be broadly compliant by 2020	Participate in the FSA communication 4 Compliance pilot aimed at increasing the compliant rate to 96% by 2020	Mark Stone	Corporate Strategy	Food and Safety	Q1	Q4		
6 - Be tough on enforcement	S - South		Monitor the results of the communication pilot against our in house letters with a view to ensuring 96% of businesses are broadly compliance by 2020.	Mark Stone	Corporate Strategy	Food and Safety	Q1	Q4		
6 - Be tough on enforcement	S - South	· Achieve a year on year reduction in the number of fly tips in the district	A reduction of number of flytips compared to last year's total of 481	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
6 - Be tough on enforcement	S - South		Number of reported flytips is below the rural Oxfordshire average	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
6 - Be tough on enforcement	S - South		Our enforcement performance on flytipping exceeds the rural Oxfordshire average	Mark Stone	Corporate Strategy	Environmental Protection	Q1	Q4		
6 - Be tough on enforcement	S - South	Clear 90 per cent of fly tips from high intensity areas within 12 hours	90% of flytips removed from high intensity areas within 12 hours	Mark Stone	Corporate Strategy	Waste	Q1	Q4		
6 - Be tough on enforcement	S - South	· Implement the issuing of FPNs for dog fouling and litter by the council's environmental wardens in Henley, Wallingford, Watlington, Thame and Didcot town centres	EP littering and dog fouling enforcment 0.5 post subject to funding being available	Mark Stone	Corporate Strategy	Environmental Protection	Q3	Q4		
7 - Provide value for money	S - South	Provide value for money for residents and where relevant ensure that services pay for themselves	Look to identify additional reveue streams in light of the planned changes in existing funding arrangements	Mark Stone	Senior Management Board	CEO	Q3	To next year		
7 - Provide value for money	S - South		Look to identify efficiencies through the unitary proposal	Mark Stone	Senior Management Board	CEO	Q3	To next year		

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

Strategic objective	South and/or Vale	control	Actions	Person responsible	Service	Team	Planned start quarter	Planned end quarter	Comments/explanation	Task RAG status
13 - The council's equality objectives	SV - South and Vale		Attend Channel Panel meetings to support those who may be vulnerable to radicalisation and comply with the Prevent duty outlined in the Counter Terrorism and Security Act April 2015	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Respond to requests from Age UK to increase access to information about council services through information fairs, providing council information to Age UK, attending the Community Information Network (CIN) meetings and supporting electric blanket testing	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale	o Seek to improve access to major new developments and town centres in South Oxfordshire for people with disabilities, carers and older people	Support Didcot access group (DAG) to improve access for people with disabilities living in Didcot by chairing and supporting projects carried out by DAG and consulting on relevant council projects/planning applications	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Facilitate and support projects carried out by Vale disability access group to improve access to people with disabilities in the Vale and ensure council services meet their needs	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		
13 - The council's equality objectives	SV - South and Vale		Review major planning applications to encourage accessible development for all and seek to secure S106 or CIL funding for projects to improve access to the public realm	Andrew Down	HRITTS	Policy & Partnerships	Q1	Q4		

Cabinet Report



Listening Learning Leading

Report of Head of Planning

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Date: 03 August 2017

Neighbourhood planning district grant funding review

Recommendations

1. To extend the current district grant support (Market Towns £15,000; Larger Villages £10,000 and Smaller Villages £5,000) to community groups preparing revised neighbourhood plans subject to:
 - a) the Head of Planning being satisfied that a review of the neighbourhood plan is necessary; and
 - b) the submission of a project plan and associated costings.
2. These changes will take effect 14 August 2017.
3. A review of the Neighbourhood Planning District Grant Funding should take place annually, which would compare our expenditure forecast against actual, and be reported to Cabinet, starting at the end of this financial year (2017/18).

Purpose of Report

1. To update Cabinet on changes to the Government's neighbourhood planning grants and to seek approval from the Cabinet to extend the current district grant support to community groups preparing revised neighbourhood development plans (NDPs).

Corporate Objectives

2. Strongly supporting the development of neighbourhood plans for our towns and villages.

Background

3. The District Council currently provides a fixed one-off grant to any community group preparing neighbourhood plans. This is dependent on the submission of a project plan following the designation of the neighbourhood area. The amount currently available depends on the size of the community: Market Towns £15,000; Larger Villages £10,000 and Smaller Villages £5,000.
4. The District Council is required to carry out the following formal stages of making a neighbourhood plan; area designation, submission consultation, examination and referendum. There is also a 'duty to support' placed upon the District Council by legislation and we provide; informal guidance on community engagement; guidance on gathering the required evidence and; further feedback throughout a plan's preparation.
5. The costs to the District Council of the publication, examination and referendum will vary according to the complexity of the neighbourhood plan, and the population of the neighbourhood area. On average, the cost to the District Council for running submission consultation, examination and referendum is £12,000-£18,000. A large part of this is the fee paid to the Examiner (the examination of Henley and Sonning Common NDPs cost £9,000 and £9,750 respectively).
6. Until April 2016 the District Council received £30,000 grant funding from Government for each successful neighbourhood plan. Government payments of £5,000 were made to the District Council at the area designation stage and when the plan proposal was submitted to the District Council. The remaining £20,000 was paid after successful examination. This income then supported the grant given to communities by the District Council and the formal stages of neighbourhood plan preparation.
7. The Council (March 2017) holds £31,369 in grants reserves towards neighbourhood planning grants.
8. From April 2016, the grant available to the District Council was revised down to £20,000, payable following the successful examination of a neighbourhood plan and when a referendum date is agreed. The Government has confirmed that this funding arrangement will remain in place until 2020.
9. Officers have considered the impact of the reduction in funding from Government, of £10,000 per plan, on our ability to fund grants to neighbourhood planning groups while covering costs related to consultation, examination and referendum.
10. Officers have also considered the implications of extending the district grant support to community groups preparing revised neighbourhood plans. The Government has confirmed that funding available to the District Council (£20,000) is available for the review and modification of made neighbourhood plans until 2020.

11. Whilst there is no requirement to review or update a neighbourhood plan. The policies in a neighbourhood plan may become out of date, for example if they conflict with policies in a Local Plan that is adopted after the making of the neighbourhood plan. In addition, where a policy has been in force for a period of time, other material considerations may be given greater weight in planning decisions as the evidence base for the plan policy becomes less robust.
12. Officer's projections have identified that the £31,369 will be eroded over time, as we continue to offer the grant support and cover the costs of progressing neighbourhood plans to referenda. Therefore, it is important to monitor and compare our expenditure forecast against actual. This should be reported to Cabinet annually, starting at the end of this financial year (2017/18).

Options

13. The Cabinet may choose to not extend the district grant support to community groups preparing revised neighbourhood plans. This option could discourage neighbourhood planning groups from reviewing their plans. Whilst there is no requirement to review or update a neighbourhood plan, the policies in neighbourhood plans may become out of date, particularly if they fail to take account of the latest and up-to-date evidence of housing need informing our emerging Local Plan.

Financial Implications

14. Provided the funding arrangements from Government remain unchanged, all our neighbourhood plans progress to a stage where the council can set a referendum date and we utilise the available £31,369 in the grants reserve, the council will be able to fund the current level of grant offered to community groups preparing neighbourhood plans. This assumes that, on average, the Council provides funding of £15k per Neighbourhood Plan.
15. As at March 2017 the additional neighbourhood planning grant (agreed carried forward budget 2016/17 previous Council Tax Reduction Scheme budget) was £93,234
16. A summary of projected finances up to 2020 is set out below:

Project income/expenditure for Neighbourhood planning @ 31 March 2017	£
Grants reserve (31/03/2017)	-31,369
DCLG grant income following agreed referendum. (assumed for 31 NPs @20K)	-620,000
Gross income	-651,369
Grants for new/revised NPs (this relates to grants not yet paid)	70,000
Council cost for submission consultation, examination & referendum (assumes £15k per NP)	465,000
Gross expenditure	535,000
Balance for funding new plans, above average Council costs, additional re-examination, loss of DCLG grant if NP unsuccessful	-116,369

Example; projected costs/income for Nine NPs 2017-2020	£
Grants for new/revised NPs (x2 Towns, x3 Larger Villages, x4 Villages)	80,000
Council cost for submission consultation, examination & referendum (assumes £15k per NP)	135,000
Gross expenditure	215,000
Income - DCLG grant following agreed referendum. (assumed for 9 NPs @20K)	-180,000
Balance	35,000*

* Potential to use neighbourhood planning grant ((previous Council Tax Reduction Scheme budget) to fund outstanding costs.

Legal Implications

17. There are no legal implications by this proposal.

Risks

18. If an examination is not successful or a parish chooses not to continue working on a neighbourhood plan, then there is a risk that we cannot claim the Government grant. However, with our officer support and the opportunity for re-examination, albeit with additional cost for us, officers consider the risk not to be able to make a claim is low.

Conclusion

19. As the strategic planning context in the district evolves the closer we get to the adoption of our emerging Local Plan. It is important that, where necessary, made

neighbourhood plans are reviewed to take account of the latest and up-to-date evidence of housing need.

20. Having considered the implications of the reduction in funding from Government on our ability to fund grants to community groups preparing/reviewing neighbourhood plans, officers consider that continuing to offer grants to community groups preparing neighbourhood plans and extending this provision to groups reviewing neighbourhood plans would be met by the neighbourhood plan budget.
21. Without the upfront financial support provided by the council, new groups and groups seeking to prepare a review for their made neighbourhood plans, could be discouraged at the critical stage of getting the project off the ground.

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Cabinet Report



Listening Learning Leading

Report of Head of Development and Housing

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Berinsfield Community Investment Scheme

Recommendation

To delegate to the interim head of development, regeneration and housing, in consultation with the Cabinet member, authority to spend the £995,000 Department for Communities and Local Government's grant with the purpose of supporting the Berinsfield Community Investment Scheme.

Purpose of Report

1. To report on the award of £995,000 to the council from the DCLG Estate Regeneration Grant to support the Berinsfield Community Investment Scheme.
2. To seek delegated authority to the interim head of development, regeneration and housing, in consultation with the Cabinet member, to spend the £995k grant.

Corporate Objectives

3. Invest in the district's future; Build thriving communities; and Services that reflect residents' needs

Background

4. SDOC has committed £1.5m to producing a masterplan and delivery plan to improve Berinsfield that will form the basis of an Outline Planning application.

5. The Government awarded South Oxfordshire District Council £995,000 Estates Regeneration Grant in March this year for the Berinsfield Community Investment Scheme. The Council ranked 5th out of 89 bidders for the grant, only below Haringey Council, Clarion Housing for Merton, Gloucester City Homes and Bristol City Council.
6. The grant was obtained to help the district council pay for:
 - technical studies, including modelling to ensure that Highways and utilities will have capacity for development proposed at Berinsfield
 - design work 1 to support a detailed planning application for phase 1 in addition to an outline planning application for the whole scheme
 - major development planning fees to the South Oxfordshire's planning team
 - the provision of additional resources to engage with local people
7. The proposed deliverables for this revenue funding are shown in Table 1 below. By providing greater technical support and improved community engagement this grant will allow the masterplan to deliver community benefits earlier, not just as an outline planning application but as a hybrid that includes a detailed application for elements such as the community hub.
8. Engagement with local people as described in the background paper 'Stage 1 Report' continues to be an essential part of project and will continue to help determine direction of travel as each individual financial payment decision is made. The council is also working in partnership with SOHA who own many properties in Berinsfield and have received a £98,380 grant from the same DCLG fund.
9. The project team will continue to update councillors at key stages. In particular, Cabinet members will be informed about progress on the Homes and Communities Agency's acquisition of land and arrangements for accessing the land for Environmental Impact Assessment work. An updated project timetable will be available to councillors once the acquisition discussions have progressed.
10. The details set out in the table below will need to be flexible throughout the project and it is therefore suggested, in the interests of cost effective project management, that authority to make payments from the grant is delegated to the interim head of development, regeneration and housing.

Table 1: DCLG Estate Regeneration Grant deliverables for the Berinsfield Community Improvement Scheme

Bid category	Deliverable	Estimated amount	Totals
1. Masterplanning and design costs (£200,000)	Architectural design for Phase 1 detailed planning application	£90,000	£585,000 to consultancy team
	Supporting engineering and technical studies for Phase 1	£47,500	
	Development management and cost planning for Phase 1	£62,500	
2. Feasibility studies (£120,000)	Highways network model	£52,500	
	Utilities network models	£40,000	
	Other feasibility reports	£27,500	
3. Technical studies (£120,000)	Survey and site investigation reports for garage / open space reconfiguration	£35,000	
	Design & engineering for garage / open space reconfiguration	£50,000	
	Development management and cost planning for garage / open space reconfiguration	£35,000	
4. Procurement (£145,000)	Official Journal of the European Union (OJEU) Procurement related to the project	£145,000	
5. Community engagement (£35,000)	Dedicated on-site officer (0.5 FTE) to supplement office based engagement staff	£35,000	£35,000 Staff resource
6. Planning fees (£375,000)	Outline application fees	£125,000	£375,000 to SODC Planning
	Detailed Phase 1 application fees	£250,000	
	Total	£995,000	£995,000

Options

11. Option 1 – to procure the same consultancy team through a new ESPO contract. This retains the existing experience, skills and knowledge but the time taken to award a new contract further delays commencement of the work and increases the risk of the consultancy team not being able to field the same staff resources.
12. Option 2 – to procure a different consultancy team through a new contract. This loses the continuity of existing experience, skills and knowledge and the time taken to award a new contract further delays commencement of the work.
13. Option 3 – to agree to extend the existing consultancy team ESPO contract through variation terms in consultation with the Cabinet Member and subject to obtaining any

additional authority required. This has the benefits of being a faster process and retaining continuity of experience, skills and knowledge.

14. Consistency of approach and continuity of skills and knowledge is essential for effective delivery of the project and the preferred option is Option 3.
15. To enable efficient and cost effective project management, overall approval to be given to the proposed expenditure, with expenditure for individual deliverables being delegated to the interim head of development, regeneration and housing, in consultation with the Cabinet member.

Financial Implications

16. The £995,000 of DCLG revenue funding has already been received by the council and placed under the Berinsfield Community Investment Scheme budget heading. It is intended to help drive the scheme forward by securing the deliverables set out under the bid categories in Table 1 above. However, the complex relationship between the different deliverables will require flexibility and fast track decisions. Neither South nor the Vale are required to provide matching funding, therefore the deliverables set out in Table 1 can be secured without any contribution from the councils' revenue or capital budget.

Legal Implications

17. The scheme to date has been taken forward by a team of consultants working together under an ESPO Framework Agreement with Amec Foster Wheeler as the principle consultant. The deliverables set out in Table 1 above may be pursued through variations to the contract or under new contractual arrangements depending on the selected option.

Risks

18. Normal overspend and underspend risks exist but will be managed through effective management controls exercised by the project management group and through continual due diligence.

Other implications

19. None

Conclusion

20. Cabinet is therefore asked to delegate to the interim head of development, regeneration and housing, in consultation with the Cabinet member, authority to spend the £995,000 Department for Communities and Local Government's grant with the purpose of supporting the Berinsfield Community Investment Scheme.

Background Papers

- Stage 1 report

Cabinet Report



Listening Learning Leading

Report of Head of Development and Housing

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To: CABINET

Date: 3 August 2017

Temporary accommodation provision 2017-2022

Recommendations

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

(b) That Cabinet recommends to Council to make a supplementary estimate of up to £1,000,000 in 2018/19 for the purchase of temporary accommodation (should this be required) and that the “temporary accommodation properties” scheme is added to the provisional capital programme.

Purpose of Report

1. To inform Cabinet of the projected demand for temporary accommodation to accommodate homeless households over the next five years.
2. To seek Cabinet approval for the recommended option to meet this demand by initially purchasing two properties in Didcot.
3. For Cabinet to recommend to Council making provision for a supplementary estimate of up to £1,000,000 in 2018/19 for the purchase of temporary accommodation (should this be required) and that the “temporary accommodation properties” scheme is added to the provisional capital programme.

Corporate Objectives

4. Developing homes and jobs for everyone.
5. Services that reflect residents' needs.

Background

6. The council has a statutory duty to assess the housing needs of households who present as homeless to the council. This duty may include the provision of temporary accommodation.
7. The Temporary Accommodation Provision report makes a recommendation on how best to meet the future demand for temporary accommodation in South Oxfordshire.
8. The recommendation follows a review of the current provision of temporary accommodation; a forecast of future demand and an assessment of the available options to meet the future demand.
9. The strategy will be reviewed annually by Officers. The review will identify any variances against forecast and propose any necessary adjustments to temporary accommodation provision.
10. The council does not own any temporary accommodation. The duty to provide temporary accommodation is met either through hotels or by using VWHDC units.
11. The demand model forecasts that the council will need an additional two units of temporary accommodation to meet the baseline demand. This demand can no longer be met by VWHDC, who will require their hostels to meet their own future demand.
12. There is a business case for the council to invest-to-save by initially purchasing two properties to meet future demand. The council would save expenditure on hotel accommodation and also generate its own rental income. This business case is detailed within the report.
13. The Temporary Accommodation Provision report considers the housing options available and recommends that the most suitable properties to meet future demand are two-bedroom properties located in Didcot.

Options

Option a): Do nothing

14. The demand for temporary accommodation would continue to be met through the use of local hotels.
15. If the council does not make any provision for the baseline increase in demand for temporary accommodation, there is a high risk that hotel expenditure will increase significantly over the next five years.
16. The cost to the council of providing the equivalent of two units of temporary accommodation in hotels would be approximately £48,000 per annum.

Option b) Purchase own temporary accommodation

17. The council initially purchases two properties to meet the forecast future demand for temporary accommodation.
18. The cost of purchasing and refurbishing two units of temporary accommodation in Didcot would be approximately £520,000. This would meet the forecast baseline demand. A capital provision of £1,000,000 would provide the flexibility to secure additional properties if necessary over the next five years.
19. The council could potentially save approximately £48,000 per annum in hotel accommodation costs by purchasing two properties. The properties would also generate a rental income of approximately £14,000 per annum after deducting ongoing maintenance costs. This means that purchasing appropriate property would provide a nominal annual benefit of £62,000, which effectively provides a realistic payback on any investment in purchasing and refurbishing two properties in Didcot.
20. The council would also retain capital assets that may appreciate over the next five years.

Financial Implications

21. The capital expenditure for purchasing and refurbishing initially two properties in Didcot would be approximately £520,000.
22. The council could achieve a nominal annual benefit of £62,000 through savings on hotel costs and the rental income generated from purchasing two properties.
23. The impact upon estimated usable council balances as at March 2022 (excluding balance held for the long term under the Medium Term Financial Strategy) will be a fall from £14.2million to £13.2million.

Legal Implications

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

Risks

25. A risk is that the forecast demand for two additional units is not realised. This risk is mitigated by using the baseline forecast increase of two units, rather than the upper range forecast of seven units. The forecast demand will also be reviewed annually by Officers to make any necessary adjustments in provision. If the baseline demand is still not realised, the council would still own the properties as capital assets.
26. The further potential risks associated with purchasing the properties are capital depreciation or a reduction in rental income. The reduction in rental income may result from changes to subsidy levels or welfare reform.
27. These risks are partially mitigated by the historic increase in property values and the necessity of Government to ensure councils are able to meet their legal duty to provide temporary accommodation.

Other implications

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

Conclusions

26. Option a) would not be a cost effective option and it would also not meet the objective of the report to provide self-contained accommodation, with at least one unit having wheelchair accessibility.

27. Option b) is the most cost effective method of meeting future demand for temporary accommodation and also meets the objective of the strategy to provide self-contained accommodation, with at least one unit having wheelchair accessibility.

Background Papers

- South Oxfordshire District Council and Vale of White Horse District Council: A study into future demand for temporary accommodation (Three Dragons)
- Report into the provision of temporary accommodation in South Oxfordshire and Vale of White Horse District Councils (Arcadis)
- Equality Impact Assessment



**South Oxfordshire District Council
Vale of White Horse District Council**

**Temporary Accommodation
Provision 2017-2022**

May 2017



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Appendices

Appendix 1

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

Three Dragons

Appendix 2

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

Arcadis



EXECUTIVE SUMMARY

1. The councils have a statutory duty to assess the housing needs of households who present as homeless to the authority. This duty may include the provision of temporary accommodation.
2. This provision report makes recommendations on how best to meet the future demand for temporary accommodation in South Oxfordshire and Vale of White Horse.
3. The recommendations follow a review of the current provision of temporary accommodation; a forecast of future demand and an assessment of the available options to meet future demand.
4. This provision report will be reviewed annually by Officers. The review will identify any variances against forecast and propose any necessary adjustments to temporary accommodation provision.

South Oxfordshire District Council

5. South Oxfordshire does not own any temporary accommodation. The duty to provide temporary accommodation is met through either hotels or by using VWHDC units.
6. The demand model forecasts that SODC will need an additional two units of temporary accommodation. This demand can no longer be met by VWHDC, who will require their hostels to meet their own future demand.
7. There is a business case for SODC to invest in two properties to meet future demand. The council would save expenditure on hotel accommodation and generate its own rental income.
8. The most suitable properties to meet the future demand are two-bed properties in Didcot.
9. This report considers the options available and recommends that South Oxfordshire purchases two units of temporary accommodation in Didcot, at least one of which should be wheelchair accessible.



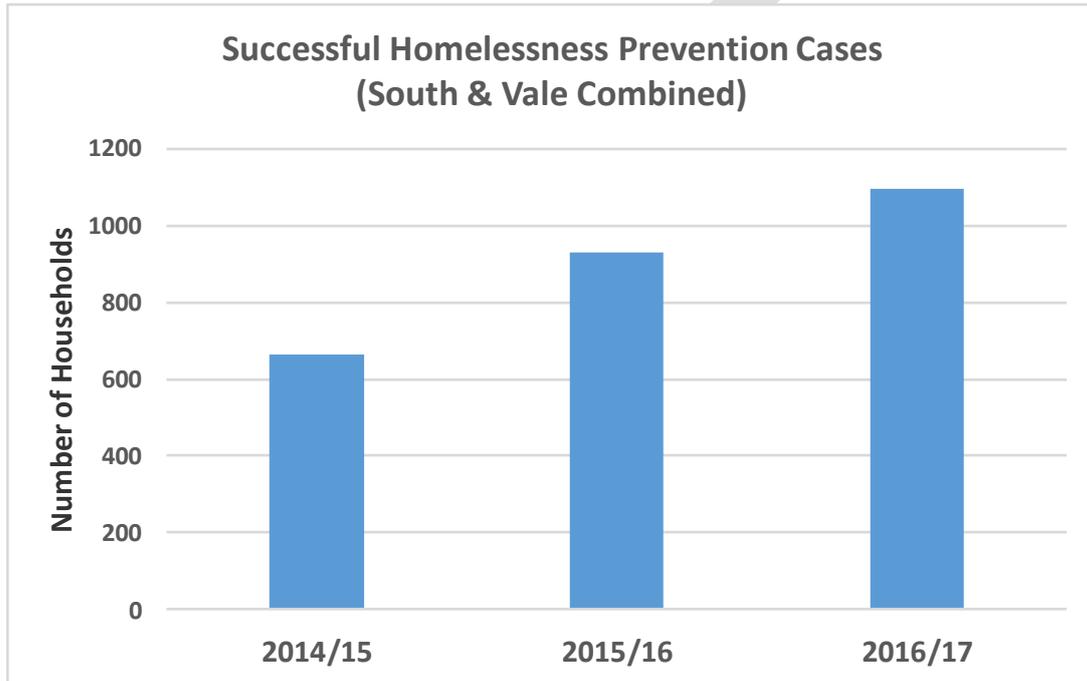
Vale of White Horse District Council

10. Vale of White Horse District Council owns 19 units of temporary accommodation. There are three houses in Abingdon, a six bed hostel, Tiverton House, in Wantage and a ten bed hostel, Elmside, in Faringdon.
11. Both of the hostels have shared bathroom and toilet facilities which are not appropriate for housing vulnerable families and individuals. The council has a duty of care towards homeless applicants it places into temporary accommodation.
12. The reconfiguration of the two hostels into self-contained units would result in a reduction of two units at Tiverton House and three units at Elmside.
13. The total number of units available following reconfiguration of the hostels would however remain sufficient to meet current demand. The newly-available three refurbished houses in Abingdon, together with the two units vacated by SODC, will offset the reduced number of units.
14. The demand model forecasts that VWHDC will require a further two units to meet newly arising demand over the next five years. This additional demand can be met through increasing the occupancy rates at the hostels.
15. The cost of converting the hostels into self-contained units is more cost effective than selling either or both hostels and purchasing equivalent replacement units.
16. This report considers the options available and recommends that both hostels are reconfigured into self-contained units, including one wheelchair accessible unit.



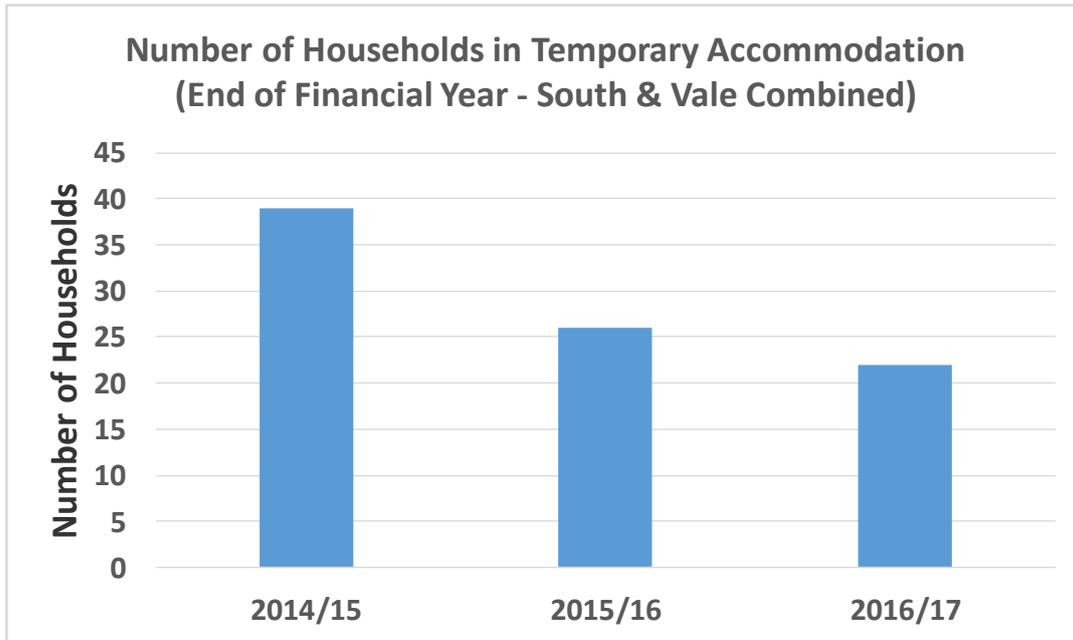
INTRODUCTION

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

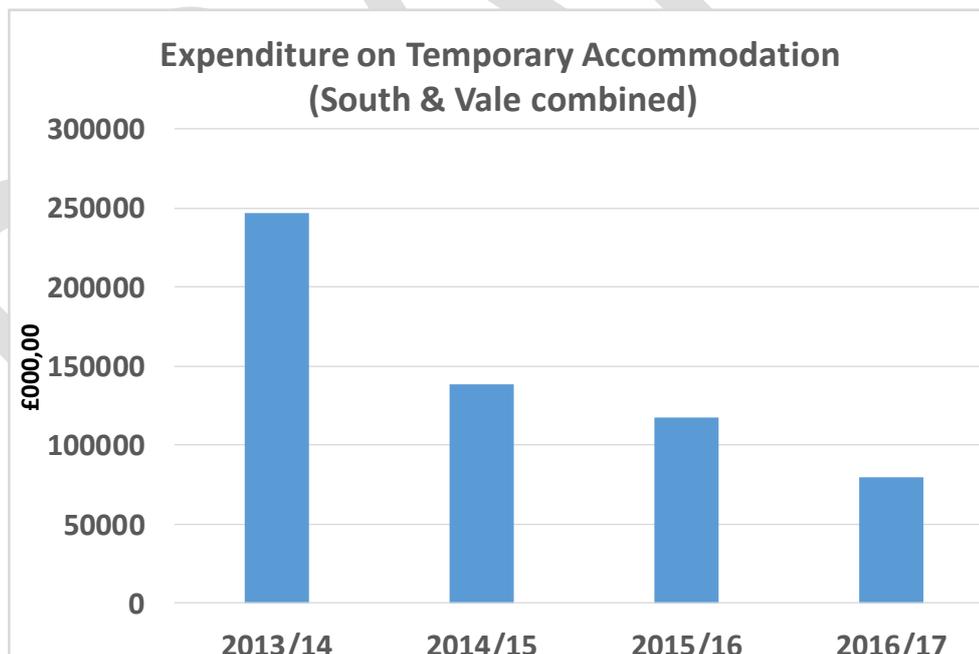


18. South Oxfordshire and Vale of White Horse District Councils successful prevention strategy has also meant that the use of temporary accommodation has reduced in recent years. This has also been helped by an increased supply of affordable housing in recent years, as new housing developments come on stream and developers comply with the Council's affordable housing policy, which requires that 40% and 35% of all new houses be affordable homes in South and Vale respectively.





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



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



21. Nevertheless, councils cannot take into account their available resources when deciding what housing duties are owed under homelessness legislation. It is therefore a demand-led service which makes forecasting future demand particularly difficult. There is also the difficulties of predicting the impact of future variables, such as legislative changes and welfare reform.
22. It is therefore desirable for councils to produce a forecast of future demand. It enables a proactive, rather than a reactive, approach to planning the future provision of temporary accommodation.
23. This report is divided into three sections. The first section reviews the current provision of temporary accommodation. The second section is a forecast of future demand and the third section assesses the most effective way of meeting this future demand.

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THE LEGISLATIVE CONTEXT

24. All district councils have a statutory duty to assess the housing needs of homeless households who approach them for assistance. This statutory duty may include the provision of temporary accommodation.
25. The duties owed to homeless households are set out within the provisions of the Housing Act 1996 (as amended by the Homelessness Act 2002).
26. Homelessness legislation is complex, however in its simplest form a homelessness assessment is a series of tests to establish the extent of the housing duty, if any, owed to the applicant.
27. The five tests applied by councils under homelessness legislation are:
 - a) Is the applicant eligible for assistance?
 - b) Is the applicant homeless?
 - c) Does the applicant have a priority need?
 - d) Did the applicant become homeless intentionally?
 - e) Does the applicant have a local connection?
28. The main categories of priority need are:
 - a) Households with dependent children
 - b) Households with a member who is pregnant
 - c) Households who are vulnerable (eg physically disabled or mental impairment).
 - d) Households fleeing domestic abuse
29. The council only has a duty to provide temporary accommodation if an applicant is eligible for assistance, homeless and has a priority need. The council may however also have a duty to provide temporary accommodation pending a decision on the application.
30. An intentionally homeless applicant will normally only be provided temporary accommodation for a short period of time and any applicant without a local connection will be referred to the authority with whom they do have a local connection.
31. The temporary accommodation provided must be suitable for the needs of the applicant in accordance with the Homelessness (Suitability of Accommodation) (England) Order 2012. The council must also take into account homelessness caselaw, in particular *Nzolameso v City of Westminster* 2015. This caselaw states that a council should provide temporary accommodation within their own district whenever possible.



32. There are a number of circumstances in which the council can end its duty to provide temporary accommodation. The most common reasons are that the applicant is re-housed through the housing register or they have secured alternative accommodation.

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SECTION ONE - A REVIEW OF CURRENT PROVISION

33. The provision of temporary accommodation is, by its nature, normally for a short period of time. The applicant may not be owed an ongoing housing duty following their assessment; they may be found intentionally homeless or they may be accepted as homeless and moved to accommodation with a Registered Provider.
34. It is essential that councils can quickly move applicants into and out of temporary accommodation. The council therefore offers temporary accommodation under licence to the occupier. The licence agreement enables the council to terminate accommodation with reasonable notice without the requirement to obtain possession through a lengthy court process.
35. The exception to offering licences is when the applicant is offered temporary accommodation by a Registered Provider. Both councils have access to a small number of “joint-protocol” properties owned by Registered Providers for the purpose of providing temporary accommodation. However, these properties can only be offered as Assured Shorthold Tenancies that cannot be terminated without a court order and a warrant for eviction.
36. The provision of temporary accommodation must be sufficiently flexible to allow both emergency placements and emergency evictions. The joint-protocol properties are therefore only suitable for applicants with an ongoing housing duty.
37. There will always be a need to spot purchase emergency temporary accommodation, for example when applicants are placed out-of-hours.
38. Neither council has provision for wheelchair accessible temporary accommodation.

South Oxfordshire District Council

39. South Oxfordshire District Council does not own any temporary accommodation.
40. The council has access to 11 joint protocol properties available for homeless households. These are self-contained properties mainly located in Didcot and Wallingford. They are provided and managed by SOHA and A2 Dominion.
41. The council also uses temporary accommodation owned by Vale of White Horse District Council.
42. The council uses hotels for emergency temporary accommodation.



Vale of White Horse District Council

43. Vale of White Horse District Council owns 19 units of temporary accommodation. There are three houses in Abingdon, a six bed hostel in Wantage and a ten bed hostel in Faringdon.
44. Both of the hostels have shared bathroom and toilet facilities which are not appropriate for housing vulnerable families and individuals. The council has a duty of care towards homeless applicants placed into its temporary accommodation.
45. The council has access to nine self-contained units of joint protocol properties for homeless households located in Abingdon. The properties are owned and managed by A2 Dominion.
46. The council uses hotels for emergency temporary accommodation.

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SECTION TWO - A FORECAST OF FUTURE DEMAND

47. The councils have a statutory duty to accommodate certain homeless households. This duty cannot be limited by the council's available resources.
48. A demand-led service makes forecasting future demand particularly difficult. There are a number of future variables, such as legislative changes and welfare reform, for which it is difficult to assess the impact on homelessness.
49. It is however beneficial for councils to forecast demand. By adopting a planned approach councils are in a better position to manage resources effectively.
50. A model of future demand was developed by Three Dragons consultancy in their report: "*South Oxfordshire District Council and Vale of White Horse District Council: A study into future demand for temporary accommodation*" (Appendix 1). The report is a detailed analysis of the projected future demand for temporary accommodation over the next five years.
51. The model of future demand assesses the potential range and impact of certain defined variables. These variables are related to the effect of:
 - a) demographic change
 - b) the benefit cap in private rented sector
 - c) households excluded from the private sector on affordability grounds
 - d) LHA on vulnerable single households in social rented sector
 - e) changes to service provision for vulnerable rough sleepers
52. The report forecasts that temporary accommodation will increase over the lifetime of the strategy despite the council's successful track record in preventing homelessness.

South Oxfordshire District Council

53. The model of future demand indicates a newly arising **baseline-need of two units** of temporary accommodation across the lifetime of the strategy.
54. The upper range forecast is for an additional seven units of temporary accommodation needed over the lifetime of the strategy.



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

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

B = Base Rate forecast

UR = Upper Rate forecast

The figures are not cumulative– they give the number for additional units in each distinct year.

- 55. The report states that two-bedroom properties offers the most flexible solution to meet the demand from differing household sizes.
- 56. The highest demand areas for temporary accommodation are Didcot and then Henley.
- 57. The report also identifies that there is ongoing unmet demand for the provision of wheelchair accessible accommodation.

Vale of White Horse District Council

- 58. The model of future demand indicates a newly arising **baseline-need of two units** of temporary accommodation over the next five years.
- 59. The highest demand areas are Abingdon and then Wantage.
- 60. The upper range forecast is for an additional six units needed over the lifetime of the strategy.

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

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

B = Base Rate forecast

UR = Upper Rate forecast

The figures are not cumulative– they give the number for additional units in each distinct year.

- 61. The report states that two-bedroom properties offers the most flexible solution to meet the demand from differing household sizes.
- 62. The report also identifies that there is ongoing unmet demand for the provision of wheelchair accessible accommodation.



SECTION THREE - MEETING THE FUTURE DEMAND

63. The forecast of demand produced a baseline and upper range of the additional units of temporary accommodation needed by both councils over the lifetime of the strategy.
64. The procurement of additional units would require significant capital expenditure by the councils. ***The prudent approach adopted in this strategy is therefore to meet the baseline need for additional units, while keeping under annual review the level of demand.***
65. The baseline demand for both councils is two additional units over the lifetime of the strategy.
66. A second report compiled by Arcadis Design and Consultancy was commissioned to consider the options available to meet the identified South and Vale's baseline temporary accommodation requirements and make recommendations to meet the baseline demand for both councils.
67. The report takes into account the specific requirements of temporary accommodation and the management of the properties, and a detailed financial assessment is provided for each viable option appraised in the report.
68. The report also considers the management of temporary accommodation. It recognises that it is a specialist housing function, dealing with vulnerable people in potentially volatile circumstances.
69. The report concludes that the experience and expertise of the temporary accommodation team at the councils are the best option to provide the ongoing management of the properties.
70. The option of leasing accommodation from a Registered Provider is not a viable option. Registered Providers are not in a position to meet the specialist demands of temporary accommodation.

South Oxfordshire District Council – Options appraisal

71. The forecast demand for SODC is that two units of temporary accommodation will be required to meet the baseline demand over the lifetime of the strategy.
72. The options available to SODC are as follows:



a) Do nothing

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

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

b) Purchase own temporary accommodation

74. The cost of purchasing and refurbishing two units of temporary accommodation in Didcot would be approximately £520,000. This figure includes the acquisition costs.
75. The council could potentially save approximately £48,000 per annum in hotel accommodation costs. The properties would also generate a rental income of approximately £14,000 per annum after deducting ongoing maintenance costs. This means that purchasing appropriate property would provide a nominal annual benefit of £62,000, which effectively provides a realistic payback on any investment they may make in purchasing and refurbishing two properties in Didcot.
76. The council would also retain a capital asset that may appreciate over the next five years.
77. A detailed financial appraisal of this proposal is included within the Arcadis report.
78. The potential risks of purchasing properties are capital depreciation or a reduction in rental income. The reduction in rental income may result from changes to subsidy levels or welfare reform.
79. These risks are partially mitigated by the historic increase in property values and the necessity of Government to ensure councils are able to meet their legal duty to provide temporary accommodation.

Vale of White Horse District Council – Options appraisal

80. The forecast demand for VWHDC is that two additional units of temporary accommodation are necessary to meet the baseline demand over the next five years.
81. This increase in demand for two additional units can be met by increasing the occupancy of the hostels from 63% in 2016/17 to 80%.
82. There is however an issue concerning the suitability of the hostels. The shared bathroom and toilet facilities are not appropriate for housing vulnerable families and individuals. The council has a duty of



care towards homeless applicants placed into its temporary accommodation.

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

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

- | | | |
|------------------|---|--|
| Wantage hostel | – | 2 x 1 bedroom units
2 x 2 bedroom units |
| | | An overall reduction of two units |
| Faringdon hostel | - | 5 x 1 bedroom units
2 x 2 bedroom units |
| | | An overall reduction of three units |

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

a) Do minimum

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

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

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

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

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

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

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



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

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

93. The estimated reconfiguration cost for converting the Faringdon hostel into seven self-contained units is £563,000.
94. The sale of the Wantage hostel would generate a capital receipt of approximately £493,500 after disposal costs.
95. The estimated cost of purchasing the equivalent four replacement units in Abingdon, including acquisition costs, would be £940,000.
96. The cost of reconfiguring the Faringdon hostel and replacing the Wantage hostel units would not represent value for money.

d) Sell both hostels and purchase equivalent accommodation.

97. The sale of both properties would generate a capital receipt of approximately £963,500 after disposal costs.
98. The cost of replacing both hostels with an equivalent number of units in Abingdon, including acquisition costs, would be approximately £2,510,000.
99. The cost of selling both hostels and replacing them with an equivalent number of units would not represent value for money.

e) Reconfigure both hostels into self-contained units.

100. The estimated cost of reconfiguring both hostels into self-contained units would be £885,000.
101. The cost of reconfiguring the hostels is £661,500 less than selling the hostels and purchasing the equivalent number of temporary accommodation units.
102. The reconfiguration of the hostels therefore represents the most cost efficient approach to meeting the need for temporary accommodation.
103. However, a transitional plan would be necessary to manage the process of converting the hostel accommodation.
104. A detailed financial appraisal of each proposal is included within the Arcadis report. However the summary figures are present in Table 3.



Table 3: Options Table

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



CONCLUSION

105. The current provision of temporary accommodation will not meet the future demand forecast in both South Oxfordshire and Vale of White Horse.
106. South Oxfordshire District Council will need to provide a minimum of two additional units of temporary accommodation to meet demand. These units would ideally be two bedroom properties in Didcot with at least one unit having wheelchair accessibility.
107. An appraisal of the options identified the most cost effective and practical option for South Oxfordshire District Council would be to purchase and self-manage the units.
108. Vale of White Horse District Council is able to meet future demand for temporary accommodation within its current stock by increasing occupancy rates. This, however, would mean the retention of the hostels that are not appropriate due to their shared facilities.
109. An appraisal of the options available to Vale of White Horse District Council identifies that the reconfiguration of both hostels is the most cost effective and appropriate option to meet demand. This includes one unit of wheelchair accessible accommodation.
110. This appraisal also recommends that the management of temporary accommodation should remain in-house due to the specialist skills required.

RECOMMENDATIONS

South Oxfordshire District Council

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

Vale of White Horse District Council

112. The council should make provision for a capital allocation of £885,000 for the reconfiguration of both hostels into self-contained units.
113. The council should make provision for a revenue allocation of £25,000 per annum to offset the estimated reduction in rental income.



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