



Tuesday, 26 May 2020

Dear Sir/Madam

A meeting of the Housing Committee will be held on Wednesday, 3 June 2020 (to be held virtually, via Microsoft Teams) commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Interim Monitoring Officer at your earliest convenience.

Yours faithfully

Chief Executive

To Councillors:	L A Ball BEM	H E Skinner
	B C Carr (Vice-Chair)	E Williamson
	T A Cullen (Chair)	J C Goold
	E Kerry	J P T Parker
	H G Khaled MBE	S A Bagshaw
	J W McGrath	T Hallam
	J M Owen	

A G E N D A

1. APOLOGIES

To receive any apologies and notification of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 1 - 4)

The Committee is asked to confirm as a correct record the minutes of the meeting held on 29 January 2020.

4. RECLAIM OF DISABLED FACILITIES GRANTS (DFG) (Pages 5 - 10)

To advise Committee of a proposal to introduce a policy to reclaim DFGs in certain circumstances, and to amend the current DFG Policy accordingly.

5. HOUSING DELIVERY PLAN UPDATE (Pages 11 - 24)

To update committee on the work to deliver the Housing Delivery Plan (HDP).

6. INDEPENDENT LIVING SERVICE CHARGE REVIEW (Pages 25 - 28)

To seek Committee approval to implement a new approach service charges in our Independent Living Stock.

7. STOCK CONDITION SURVEY (Pages 29 - 44)

To advise on the results of the stock condition survey completed recently on our domestic housing stock, including the results of invasive surveys completed on our non-traditional property types and the proposed plan to use the results.

8. MENTAL HEALTH AND WELLBEING OF TENANTS (Pages 45 - 50)

To update the Committee on the Council's approach to supporting the mental health and wellbeing of tenants.

9. GRENFELL RESPONSE UPDATE (Pages 51 - 56)

To update the Committee on actions which have been taken since the last report in September 2019 and highlight work currently in progress.

10. FISHPOND COTTAGE, 51 ILKESTON ROAD, BRAMCOTE AND THE USE OF SURROUNDING LAND FOR REDEVELOPMENT (Pages 57 - 64)

To seek Committee approval for one of two options to develop Fishpond Cottage, 51 Ilkeston Road, Bramcote for social housing.

11. PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN - HOUSING - OUTTURN REPORT (Pages 65 - 72)

To report progress against outcome targets identified in the Housing Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

12. WORK PROGRAMME (Pages 73 - 74)

To consider items for inclusion in the Work Programme for future meeting

13. EXCLUSION OF PUBLIC AND PRESS

The Committee is asked to RESOLVE that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1, 2, and 3 of Schedule 12A of the Act.

14. INDEPENDENT LIVING STOCK OPTIONS REVIEW (Pages 75 - 82)

15. AIDS AND ADAPTATIONS CASE (Pages 83 - 86)

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HOUSING COMMITTEE

WEDNESDAY, 29 JANUARY 2020

Present: Councillor T A Cullen Chair

Councillors: S A Bagshaw
L A Ball BEM
B C Carr
S Carr (Ex-Officio)
J C Goold
T Hallam
H G Khaled MBE
J W McGrath
J P T Parker
D D Pringle (substitute)
J M Owen
H E Skinner
E Williamson

An apology for absence was received from Councillor E Kerry.

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

40. **MINUTES**

The minutes of the meeting held on 27 November 2019 were confirmed and signed as a correct record.

41. **BUSINESS PLANS AND FINANCIAL ESTIMATES 2020/21 – 2022/23**

The Committee considered the proposals for business plans, revenue budget estimates for 2020/21, capital programme for 2020/21 to 2022/23 and proposed fees and charges for 2020/21. Councillors noted that 2 new critical success indicators had been introduced for Housing. It was confirmed that rents for housing and garages would increase by 1% above the CPI rate of inflation. The process of applying for a Disabled Facilities Grant and the annual inspection of pathways were discussed.

- 1. RESOLVED that the Housing Business Plan be approved.**
- 2. RECOMMENDED to the Finance and Resources Committee that it recommends to Council that the following be approved:**
 - a) the detailed revenue budget estimates for 2020/21 (base) including any revenue development submissions**
 - b) The capital programme for 2020/21 to 2022/23**
 - c) The fees and charges for 2020/21**

42. HOUSING STRATEGY 2020 - 2024

The Committee received an update on the new Housing Strategy. It would be based on the new priorities set out in the Corporate Plan - to build more houses, to ensure homes are safe and more energy efficient, to prevent homelessness and help people to be financially secure and independent.

43. HOUSING DELIVERY PLAN UPDATE

The Committee was updated on the Housing Delivery Plan (HDP). It had been approved by the Housing Committee and the Finance and Resources Committee in June and July 2019 respectively. Three former Right to Buy properties had since been purchased with a further four in process. A further three properties were earmarked as New Build Development on Council owned land. Planning applications would be submitted for other council owned sites later in the year.

Resolved that:

- 1) A consultation exercise be undertaken in 2020 for the sites without planning permission to seek local resident's views**
- 2) A delegation be made to the Deputy Chief Executive, following consultation with the Chair of Housing, to agree the mix of the new housing for the sites**
- 3) A delegation be made to the Deputy Chief Executive, following consultation with the Chair of Housing, for the Council to submit planning applications for the development of new rented housing**
- 4) A delegation be made to the Deputy Chief Executive, following consultation with the Chair of Housing, for all key approvals relating to the assessment of tender returns for the main construction consultants, including qualitative criteria and the subsequent award of these contracts.**

44. EMPTY HOMES STRATEGY 2020-24

The issues surrounding empty dwellings was discussed. When buildings are vacant for an increased length of time, anti-social behaviour typically rises. This in turn leads to a negative impact on property values and amenity in the immediate neighbourhood. A scoring matrix is used to rate all long-term empty dwellings with action being taken on a 'worst first' basis. Further clarification regarding Council Tax on properties with a conservation order on was sought.

RESOLVED that the Empty Homes Strategy 2020/24 be approved.

45. MOBILITY SCOOTER POLICY

Since the Grenfell Tower fire, the Council had reviewed its Policy arrangements, fire risk assessments and potential hazards and areas of particular concern. The Fire and Rescue Service had been consulted in formulating the policy. Residents on the Housing Performance Group were thanked for initially raising this issue.

RESOLVED that the Mobility Scooter Policy be approved.

46. MANAGEMENT OF COMMUNAL AREAS POLICY

Since the Grenfell Tower fire, the Council had reviewed its Communal Areas Policy arrangements. The new policy set out how the Council would manage its communal areas within its council blocks and schemes. The storage, decoration and other such personalisation or personal usage of communal areas in Council blocks and schemes would be prohibited.

RESOLVED that the Management of Communal Areas Policy be approved.

47. GAS AND ELECTRICAL POLICIES

In November 2018 the Housing Committee had approved new Gas and Electrical Policies. The policies were to be reviewed annually. It was confirmed that gas appliances were serviced annually and electrical installations on a five yearly basis. Visits to properties were offered in evenings and Saturday mornings.

RESOLVE that the Gas and Electrical Policies be approved.

48. HOUSEMARK AND SURVEY OF TENANTS AND RESIDENTS UPDATE

A survey of tenants and residents (STAR) had been undertaken during the summer of 2019. Analysis is provided on a quarterly and annually basis. 1123 surveys had been completed up from 365 in 2017. The Committee noted the report.

49. RENT PAYMENT METHODS

The Committee was updated on the various options available for tenants to pay rent. Paying by Standing Orders was the most popular method but paying on-line was increasing. The use of the payment kiosk at the Council Offices in Beeston was declining.

External suppliers had been approached which would enable tenants to pay their rent via a card at a network of local shops. Meetings had been held with two suppliers about the services they are able to offer. Most residents would be in close proximity to one of these stores which would offer extended opening hours

50. HOUSING REPAIRS REVIEW

The Committee was presented with the findings from the Housing Repairs Service Review. The in-house Repairs service was discussed along with the proposed modifications.

RESOLVED that:

- 1. Option C be adopted to retain the current in-house Repairs Service with modifications to processes and systems.**

2. All recommendations within appendix 3 be approved.

51. WORK PROGRAMME

The Committee considered the Work Programme and expressed its gratitude to the employees of the Council. The hard work was reflected in the full Work Programme.

RESOLVED that the Work Programme be approved.

52. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of the Act.

53. AIDS AND ADAPTIONS

RESOLVED that the aids and adaptations works be approved.

54. FENCE REPLACEMENT

RESOLVED to replace the damaged fence.

Report of the Chief Executive

RECLAIM OF DISABLED FACILITIES GRANTS

1. Purpose of report

To advise Committee of a proposal to introduce a policy to reclaim Disabled Facilities Grants (DFGs) in certain circumstances, and to amend the current DFG Policy accordingly.

2. Detail

The Council, in its role as a local housing authority, is under a statutory duty by virtue of the provisions of the Housing Grants Construction and Regeneration Act 1996 (the Act) to provide Disabled Facilities Grants for private sector residential adaptations where the appropriate legislative conditions are met.

Although the provision of mandatory DFGs is covered by the Act and the Council must comply with the legislation, the Council has a policy (adopted by Housing Committee on 17 January 2017) which is applied in the provision of DFGs with regard to matters not covered by the legislation.

The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of grant) General Consent 2008 allows local authorities to reclaim up to £10,000 of grant, where the amount of DFG given is over £5,000, and where the recipient (owner occupier) disposes, whether by sale, assignment, transfer or otherwise, of the premises in respect of which the grant was given within 10 years of the completion date. The conditions are entered as a local land charge when the grant is completed. There are certain criteria under which a local authority has the discretion to waive repayment and these are shown, with an extract of the legislation, in appendix 1.

Currently, Broxtowe has not adopted this legislation. However, it is considered that to do so would be financially beneficial to the Council and due to the safeguards provided by the legislation, would not adversely impact on any disabled person. We currently do not know how many relevant disposals occur each year to trigger a demand for repayment but other authorities have advised of total repayments ranging from zero to £60,000 in a single calendar year.

Appendix 2 has a suggested addition to the Council's DFG Policy requiring repayment of the whole grant over £5,000 (up to £10,000 maximum) where a non-exempt disposal is made.

Recommendation

The Committee is asked to CONSIDER the proposed amendment to the DFG Policy and RESOLVE accordingly.

Background papers

Nil

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APPENDIX 1

**Extract from the Housing Grants Construction and Regeneration Act 1996:
Disabled Facilities Grant (Conditions relating to approval or payment of Grant)
General Consent 2008****Consent****3.—(1) Where —**

(a) a local housing authority approves an application for a grant under Part 1 of the Act;

(b) the grant is for a sum exceeding £5,000; and

(c) the applicant (“the recipient”) has a qualifying owner’s interest in the premises on which the relevant works are to be carried out,
the local housing authority may impose the conditions (or conditions to like effect) contained in paragraph (2).

(2) The local housing authority may demand the repayment by the recipient of such part of the grant that exceeds £5000 (but may not demand an amount in excess of £10,000) if—

(a) the recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and

(b) the local housing authority, having considered—

(i) the extent to which the recipient of the grant would suffer financial hardship were he to be required to repay all or any of the grant;

(ii) whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of his employment;

(iii) whether the disposal is made for reasons connected with the physical or mental health or well-being of the recipient of the grant or of a disabled occupant of the premises; and

(iv) whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity, is satisfied that it is reasonable in all the circumstances to require the repayment.

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APPENDIX 2**Recovery of Grant**

If the applicant has a qualifying owner's interest in the premises on which the relevant works are carried out, the Council will register a local land charge against their property, where the grant payment exceeds £5,000.

The Council will demand the repayment by the recipient of such part of the grant that exceeds £5000 (but may not demand an amount in excess of £10,000) if—

(a) the recipient disposes (whether by sale, assignment, transfer or otherwise) of the premises in respect of which the grant was given within 10 years of the certified date; and

(b) the Council, having considered—

(i) the extent to which the recipient of the grant would suffer financial hardship were they be required to repay all or any of the grant;

(ii) whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of his employment;

(iii) whether the disposal is made for reasons connected with the physical or mental health or well-being of the recipient of the grant or of a disabled occupant of the premises; and

(iv) whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity, is satisfied that it is reasonable in all the circumstances to require the repayment.

If a grant recipient is of the opinion that any of the exemptions may be appropriate, they will be required to submit written representations to the Council setting out their case in full. The decision on whether to waive the grant recovery will be made by the Head of HR and Public Protection.

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Report of the Deputy Chief Executive

HOUSING DELIVERY PLAN UPDATE

1. Purpose of report

To update committee on the work to deliver the Housing Delivery Plan (HDP).

2. Background and detail

The Housing Delivery Plan was approved by Housing Committee and the Finance and Resources Committee in June and July 2019 respectively. The following workstreams have commenced to deliver Phase 1 of the Housing Delivery Plan;

- 2.1 Acquisition of former right to buy (RTB) properties** - 5 properties have been purchased by the Council since June 2019 and a pipeline of further homes for purchase has being identified. The Chief Executive Officer (using emergency delegated powers) has recently approved the creation of two new temporary posts in legal and housing services (Legal Officer and Housing Acquisition Officer) in order to prioritise the acquisition of more properties.
- 2.2 New Build Development on Council owned land** – 3 sites were identified for the 2019 - 20 HRA development programme and work has progressed to deliver them in 2019/20 and 2020/21. An update on these sites is contained in Appendix 1.
- 2.3 New Build Development on Council owned land - other sites circa 18 homes** – Phase 1 of the Housing Delivery Plan identified several other HRA owned sites to be developed in the Borough between 2020/21 and 2021/22. Work is being undertaken to produce viable schemes for these sites and following this a consultation event will be held later in the year with local residents. A summary of these sites are included in Appendix 2.
- 2.4 New Build Development on privately owned sites** – A number of private sites have been brought to the attention of the Council for possible development for affordable housing. The feasibility of these schemes are being investigated by officers and should any be viable for purchase and development they will be subject to future committee approval.

3. Financial Implications

These are set out in detail in appendix 3.

RECOMMENDATION

The Committee is asked to NOTE the contents of this report.

Background papers: Housing Committee 5/6/2019 - Housing Delivery Plan
Housing Committee 27/11/19 - Housing Delivery Plan Update
Housing Committee 29/1/20 - Housing Delivery Plan Update

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Housing Delivery Plan Update Phase 1 New Build Sites (2019 -2021)

New Build Delivery 2019 - 2021

The following sites have been identified for initial development between 2019 and 2021

1. Willoughby Street, Beeston,
2. 51 Ilkeston Road, Bramcote (known as Fishpond Cottage),
3. Oakfield Road Garage site, Stapleford.

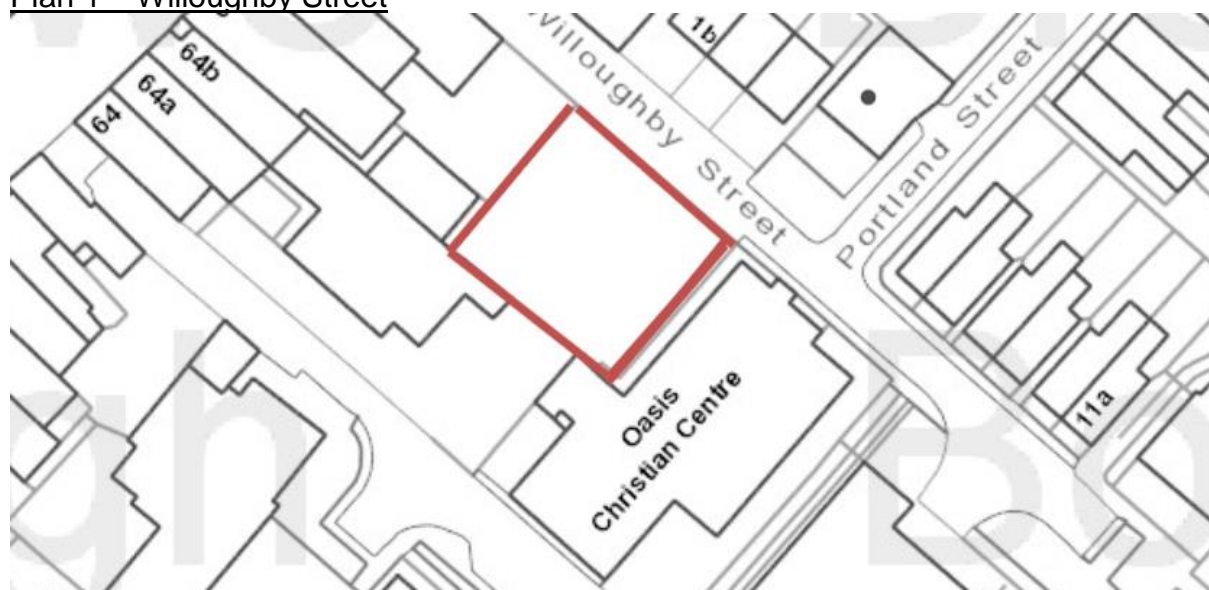
1) Willoughby Street, Beeston

A development of two dementia friendly bungalows for rent will begin shortly at Willoughby Street, Beeston. The scheme has been funded by the Nottinghamshire Better Care Fund. The two bungalows will form part of the Council's stock.

Projected Development Programme

Sign the building contract	May 2020
Begin construction work	June 2020
Completion	Late 2020/early 2021

Plan 1 – Willoughby Street



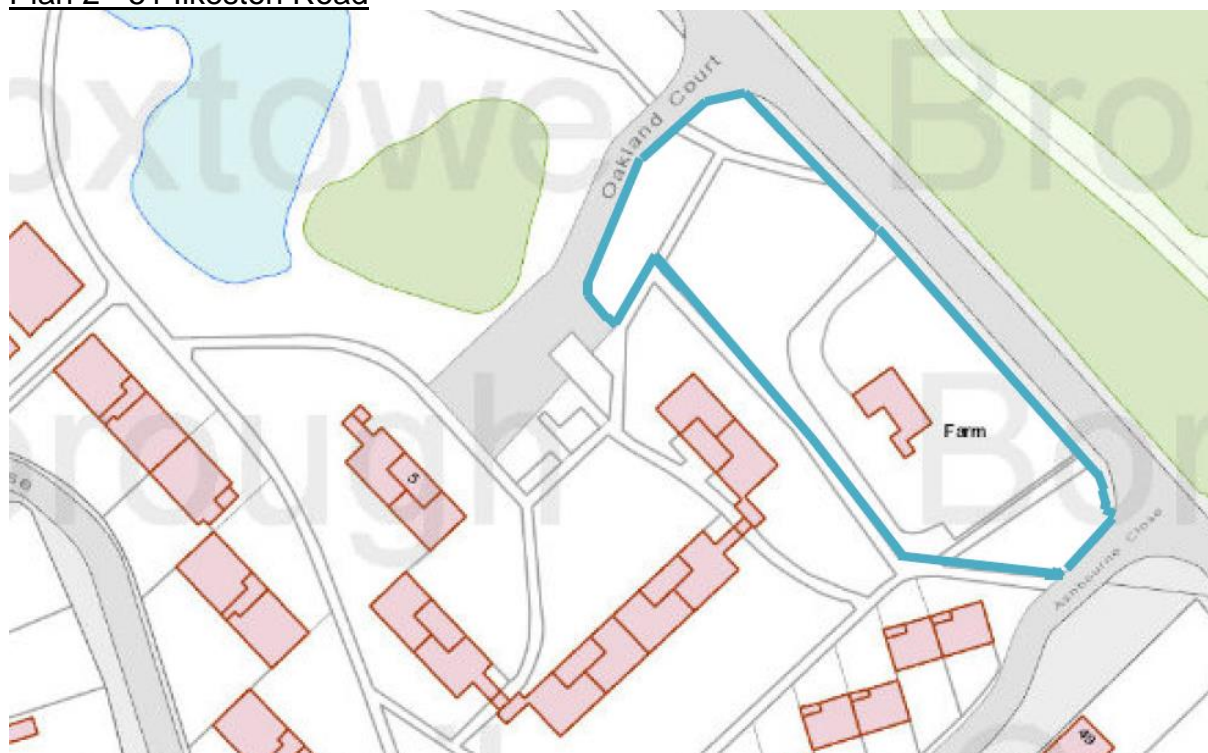
2) 51 Ilkeston Road, Bramcote (known as Fishpond/Farm Cottage)

51 Ilkeston Road is a Council owned detached property that is currently vacant. It is on a large plot adjacent to Ilkeston Road that is not allocated as open space in the local plan. The Council would like to build (mainly) houses on the land as family housing remains the most pressing housing need across the district. The options for developing the site are subject to a separate committee report.

Projected Development Programme

Housing committee approval to development options	June 2020
Plans drawn up for consultation	July 2020
Resident consultation exercise	July/August 2020
Planning application to be submitted	September 2020

Plan 2 - 51 Ilkeston Road



3) Oakfield Road, Stapleford

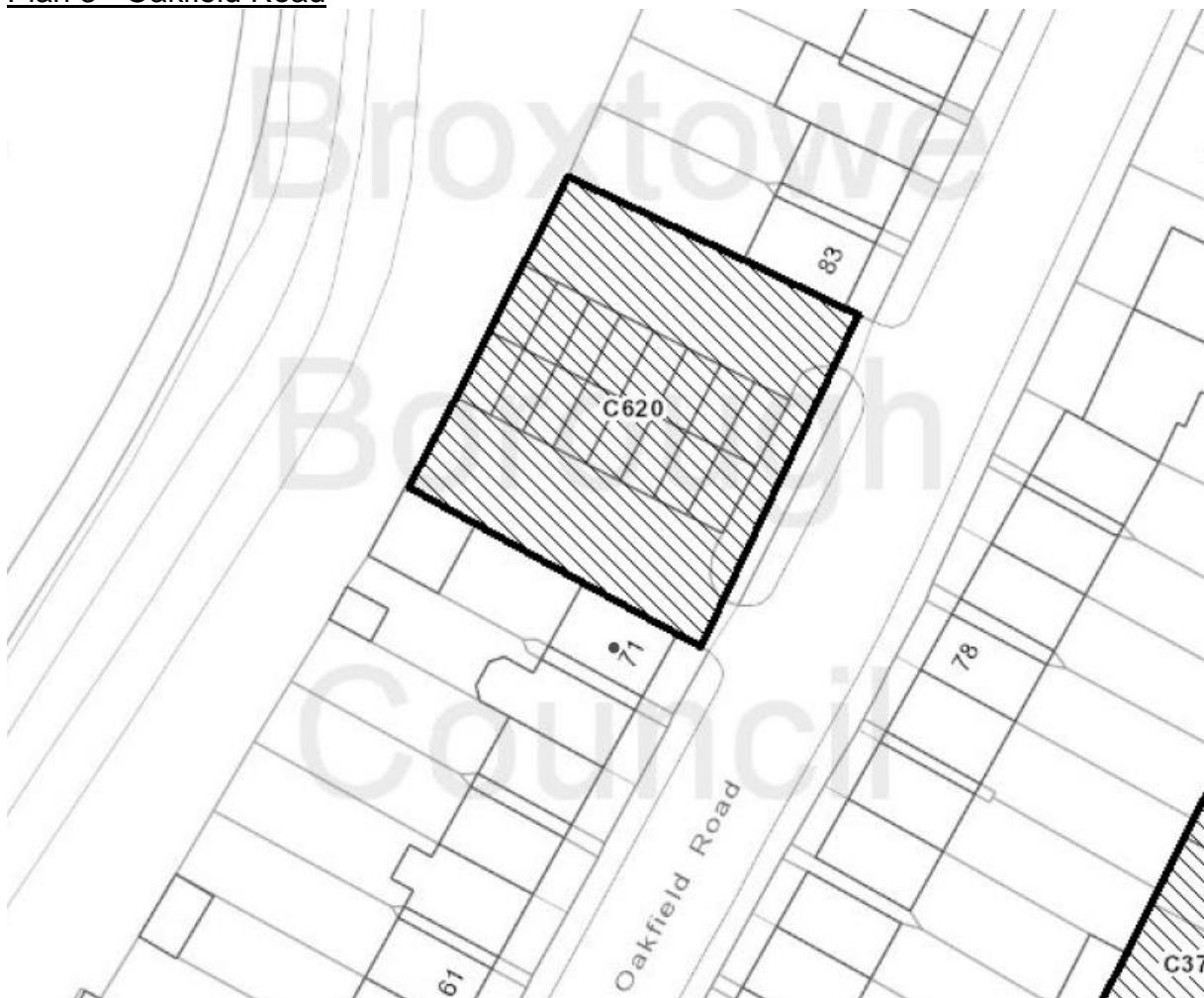
The Council owns circa 838 garages, located throughout the borough with 312 in Stapleford. The site at Oakfield Road currently comprises of 16 garages of which 3 are currently void. The garages are not in good condition and require maintenance and modernisation work.

The Council would like to build flats on the site for rent to ex-service personnel. A planning application was recently submitted following a community consultation exercise in February. The housing department will work with the garage tenants affected to try and find them alternative garages over the coming months.

Projected Development Programme

Planning application submitted	April 2020
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Plan 3 - Oakfield Road



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Housing Delivery Plan Update Phase 1 New Build Sites (2020 - 2022)

The Council owns over 800 garages, located throughout the borough with over 300 in Chilwell and over 350 in Watnall. All of the garage sites identified require regular maintenance and major modernisation work. Not all Council garages are used to house cars with many acting as storage units. However, a full parking survey will be undertaken before any planning applications are submitted to ensure that the proposals do not have a significant impact on existing street parking. The garage tenants and immediate neighbours have been written to and advised that the Council is looking at the feasibility of developing these sites for affordable housing. The housing department will work with the garage tenants affected to try and find them alternative garages over the coming year.

The redevelopment of these sites for affordable houses will provide several benefits. These include enhancing the environment of the area by the creation of a new development and removing areas which can attract anti-social behaviour. Developing Council owned land ensures we maintain control of the development delivery and timescale and provide much needed affordable housing.

Projected Development Programme

Consultants appointed (architects, employers agent, engineers)	January 2020
Feasibility exercise/draft plans	June 2020
Resident consultation exercises	July/August 2020
Planning applications to be submitted	Autumn 2020

The following sites have been identified for potential developments between 2020 and 2022 as per Phase 1 of the approved housing delivery plan;

1. Felton Close, Chilwell,
2. Firbank Court, Chilwell,
3. Gayrigg Court, Chilwell,
4. Barn Croft, Chilwell,
5. Chilton Drive (South), Watnall,
6. Chilton Drive, (West) Watnall,
7. Selside Court, Chilwell (replacement site for the Ghost House Lane garages that cannot be re-developed).

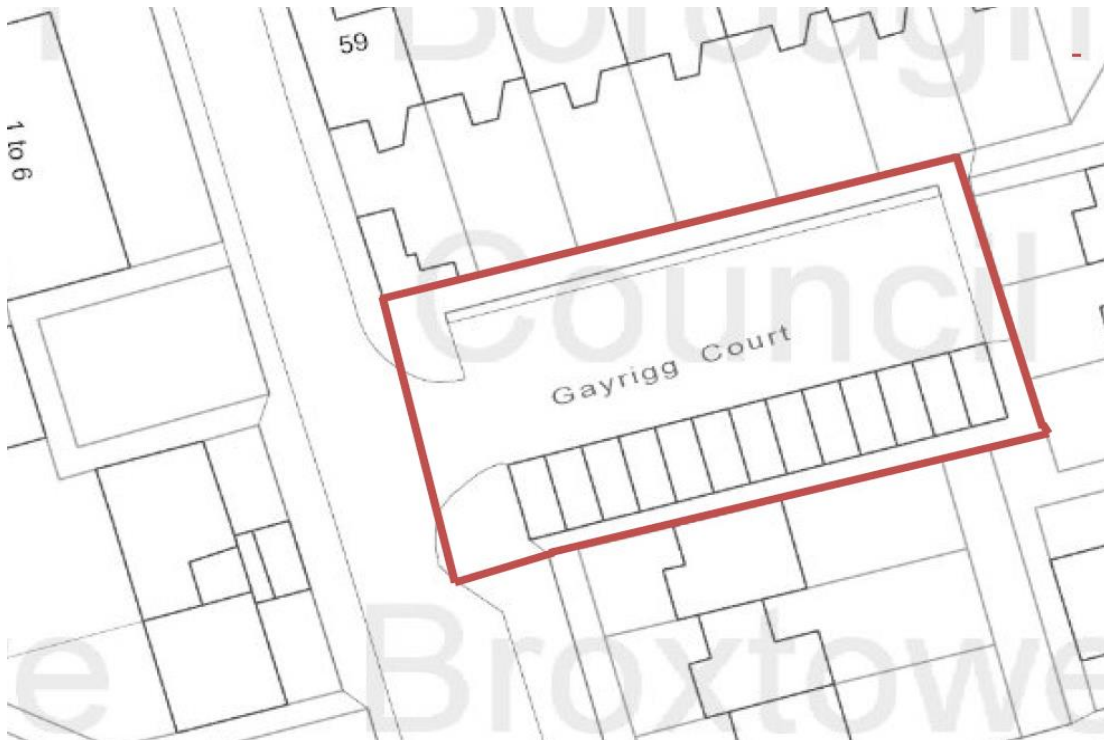
- 1) Felton Close, Chilwell - current use 8 garages and open space



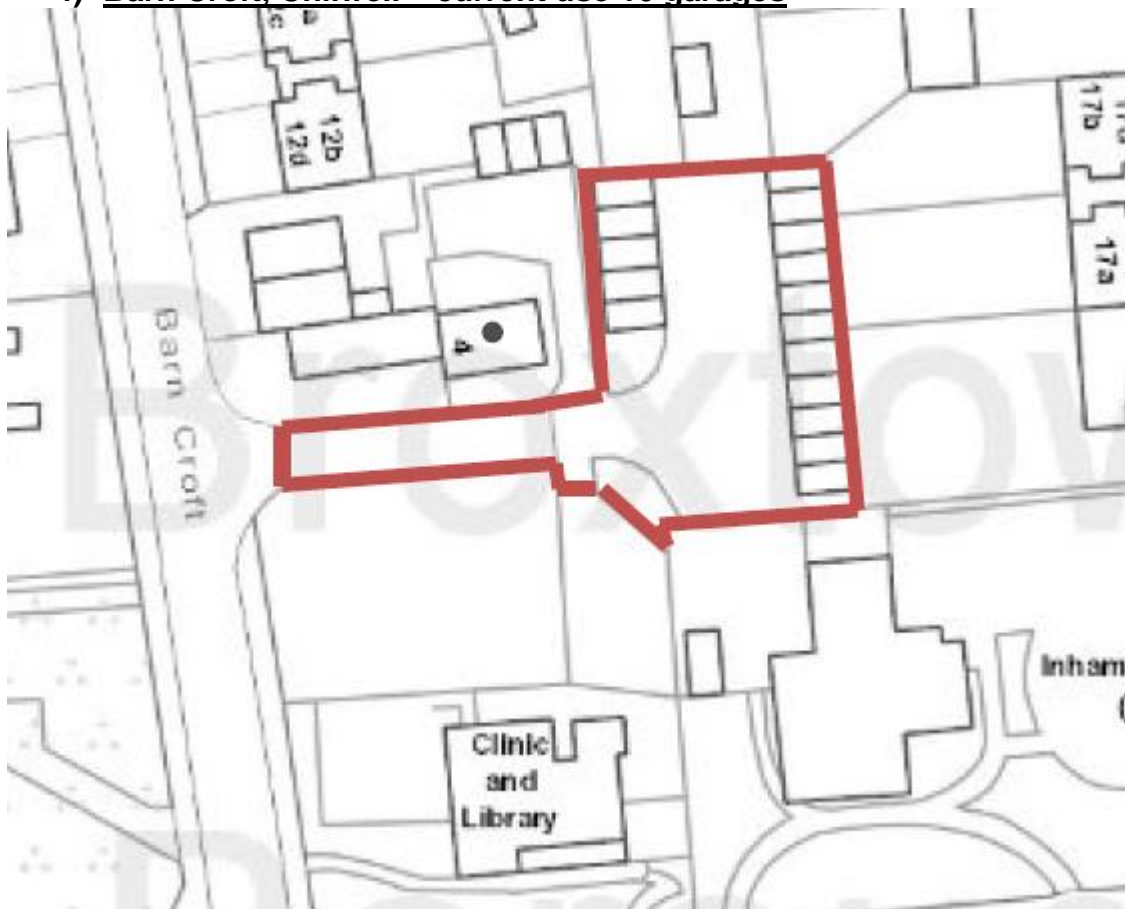
- 2) Firbank Court, Chilwell – current use 10 garages and a number of parking spaces



- 3) Gayrigg Court, Chilwell - current use 13 garages and a number of parking spaces



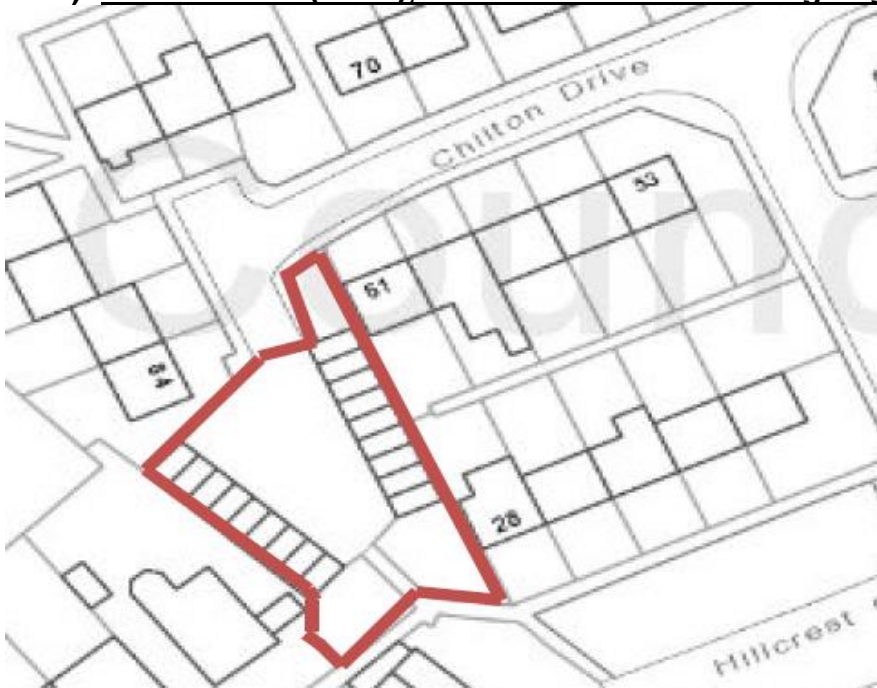
- 4) Barn Croft, Chilwell – current use 16 garages



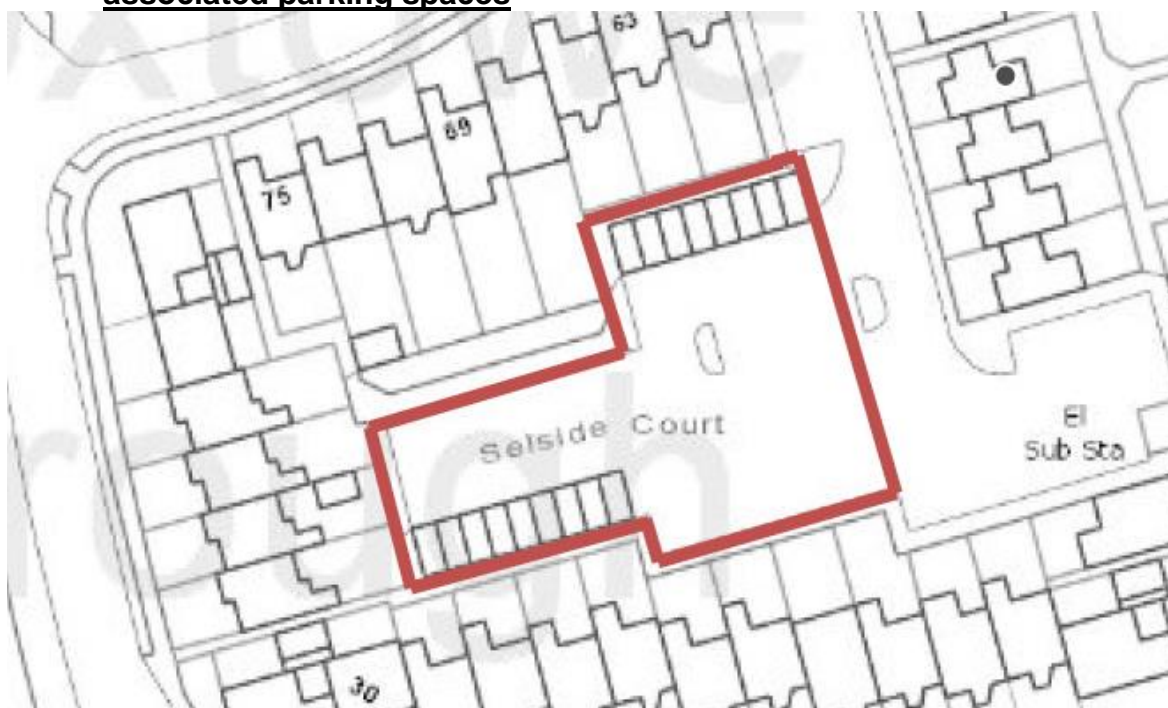
5) Chilton Drive (South), Watnall – current use 10 garages and a number of parking spaces



6) Chilton Drive (West), Watnall – current use 18 garages



7) Selside Court, Chilwell - replacement site – current use 17 garages and associated parking spaces



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APPENDIX 3

Financial Implications2019/20

The 2019/20 capital programme included a number of schemes incorporated within the Housing Delivery Plan. The budget and actual expenditure for the year for these are as follows:

	Budget 2019/20 £	Actual 2019/20 £	Over(+) Under (-) £
Purchase of Completed Housing/ Former Right to Buy Properties	1,133,350	543,260	(590,090)
Dementia Friendly Bungalows (Willoughby Street, Beeston)	270,850	5,601	(265,249)
New Build Housing Feasibility Costs	200,000	35,170	(164,830)

The Purchase of Completed Housing/Formal Right to Buy (RTB) Properties and New Build Housing Feasibility Costs schemes are to be financed by capital receipts from the sale of council houses under the RTB initiative. The Dementia Friendly Bungalows (Willoughby Street, Beeston) scheme is to be financed by a grant from the Better Care Fund.

The Finance and Resources Committee will be asked on 9 July 2020 to carry forward the underspends on the three schemes as shown above into 2020/21 to allow the schemes to be concluded.

2020/21

The 2020/21 capital programme includes the following schemes incorporated within the Housing Delivery Plan:

	Budget 2020/21 £
Purchase of Completed Housing/ Former Right to Buy Properties	1,500,000
New Build – Oakfield Road	700,000
New Build – Fishpond Cottage	600,000
New Build – Chilwell/Watnall Garage Sites	900,000

It is anticipated that each of these four schemes will be financed by capital receipts from the sale of council houses under the RTB initiative. Available HRA capital receipts at 31 March 2020 after the financing of 2019/20 were approximately £4,002,250. These will be enhanced by further receipts from the future sale of council houses.

The 2020/21 programme will also be supplemented by the carry forwards from 2019/20 as set out above.

Report of the Chief Executive

INDEPENDENT LIVING SERVICE CHARGE REVIEW

1. Purpose of report

To seek Committee approval to implement a new approach service charges in our Independent Living Stock.

2. Background

In 2017 HQN was appointed to undertake a review of the Council's Retirement Living Service (now known as the Independent Living Service). The report identified that the Housing Revenue Account (HRA) was subsidising the Independent Living Service by a significant amount and the report suggested that the subsidy could be limiting the Councils ability to provide other services through the HRA.

3. Detail

The initial 2017 work on costs have been updated to show the up to date costs associated with the Independent Living Service using the actual expenditure from 2019/2020. Initial calculations show that the Housing Revenue Account is significantly subsidising the accommodation and services of Independent Living tenants by £759,773 per annum.

It is not proposed that the Council seeks to recover all of this additional cost immediately, but rather that a new approach is taken which will make the charging system fairer and will gradually reduce the subsidy over a number of years. The report offers two options:

Option 1: Fixed Service Charge based on the scheme category type with an annual increase to be decided on an annual basis.

Option 2: Variable Service Charge based on actual costs and an increase is based on actual costs.

Further information is available in the appendix.

4. Financial implications

Both options would increase the income into the HRA but the amount would vary depending on which option is chosen and how a yearly increase was implemented.

Recommendation

The Committee is asked to RESOLVE that:

- 1. An option for how Independent Living Service charges will be set, be approved.**
- 2. An annual increase will be applied, subject to an agreed cap on any increase in charges.**

Background papers: nil

APPENDIXBackground

In 2017 HQN was appointed to undertake a review of the Council's Retirement Living Service (now known as the Independent Living Service). The report looked at the costs of providing the Retirement Living Service and suggested changes that could be made to improve the service.

The new Independent Living Service was launched in December 2018 and included many of the suggestions made by HQN including the introduction of two Activity Coordinators, a dedicated Lifeline Coordinator and a Facilities Officer. The service is now based round a personalised I-plan which is flexible and tailored to the individual.

The initial assessment on the costs of the Retirement Living Service completed in 2017 was based on the 2018/2019 proposed budget and 2017/2018 actual staffing costs to calculate the cost of the service. Work has been undertaken using 2019/2020 actual costs to determine the current subsidy of £759,773 per annum.

Current Service Charges and Expenditure

Each Independent Living tenancy has a service charge added to the rent to reflect its Independent Living status and the additional services provided to tenants. There are currently two levels of charge, A and B. The charge is based depending on whether the tenant has access to a communal lounge and facilities. These service charges were set at least eight years ago and the original basis for the charge cannot now be located. The service charges have never been increased since they were set.

- The A charge is £11.11 per rent week: this equates to £10.26 per calendar week (due to rent only being charged for 48 weeks of the year)
- The B charge is £9.47 per rent week: this equates to £8.74 per calendar week (due to rent only being charged for 48 weeks of the year)

It is understood that the difference between the two charges was meant to represent the additional cost of heating and lighting for schemes with communal facilities.

The A and B charges have become shorthand to describe the type of scheme. However, this is not a useful description as some of A units are ordinary flats and bungalows with no distinguishing features, and no communal lounges.

When considering the stock, it would be more helpful and descriptive to use terms from 1970s housing classification that is still prevalent in most local authorities. This is further discussed in the Independent Living Stock Options report which is also on the committee agenda.

The table below describes the category types and gives examples of some Broxtowe Borough Council schemes that fit into each category.

Table 1: Category types and example schemes

Category Type:	Definition:	Scheme Examples
Category 2	'Classic' sheltered housing built specifically for older people with carpeted and heated internal corridors; lift to upper floors, community room and laundry and often other communal facilities. Usually step-free access around the site.	<ul style="list-style-type: none"> • Cloverlands Court • Greenwood Court • Humberlodge • Templar Lodge • Venn Court
Category 1	Ordinary housing; usually no lifts or communal facilities; rarely step-free access. May have been built to house older people, particularly bungalows, but would suit applicants of any age in need of that property size.	<ul style="list-style-type: none"> • Aldene Court • Bradley Court • Jessamine Court • Hall Drive • Birch Close
Category 1 with community room	Properties originally intended for older people sometimes have a community room in the area.	<ul style="list-style-type: none"> • Scalby Close • Phoenix Court • Main Street • Church Close • Linwood Crescent

Income from the current Independent Living Service Charges

The table below shows the income from the current service charge if all the properties were let. In reality the income will be less due to the number of Independent living voids.

Income from current charges	Units	Current charge (per rent week - 48 per year) £	Total income at 100% occupancy £
A schemes	947	11.11	505,016.16
B schemes	464	9.47	210,915.84
Total income from current charges			715,932

Options for a new service charge

It is proposed that a new approach to service charges is introduced in 2021/2022 at Independent Living Schemes and that an annual increase to the service charge would be applied. The increase would either be fixed or variable depending on which option below is approved.

As there is no change to services offered at Independent Living scheme there will be no impact on housing benefit claims as the services offered continue to be housing benefit eligible. There are currently 58% of tenants claiming housing benefit.

Option 1: Fixed Service Charge based on the scheme category type with an annual increase to be decided on an annual basis.

This option would involve a four tier service charge based on the categories described earlier in the report. It would be based on an agreed initial charge linked to the category of property and would be increased annually through a similar process to the rent increase. Therefore, a suitable percentage increase would be decided annually and Committee approval would be required each year. As part of this process Committee would also agree a cap on the maximum increase that could be applied to ensure that any increases are not substantial.

Level	Category Description
Level 1 Charge	Category 1 units with no communal facilities
Level 2 Charge	Category 1 units with a communal lounge only
Level 3 Charge	Category 1 units with communal facilities and laundry
Level 4 Charge	Category 2 units in main buildings

Option 2: Variable Service Charge based on actual costs

The most accurate way to charge tenants is to calculate a charge for each scheme based on the actual charges incurred the previous year. This option would mean that the service charge would be different for each scheme. This is the preferred option for many social landlords.

This option would require an additional resource to administer as the work to calculate so many different service charges could not be accommodated within the existing Income team.

Although Committee would not agree the annual increase, due to the charge being based on actual figures, a cap on the maximum increase will still be approved each year to protect tenants from substantial increases.

Report of the Chief Executive

STOCK CONDITION SURVEY

1. Purpose of report

To advise on the results of the stock condition survey completed recently on our domestic housing stock, including the results of invasive surveys completed on our non-traditional property types and the proposed plan to use the results.

2. Background

The last stock condition survey was completed in 2008. It is good practice to undertake a regular review of the condition of the housing stock and to inform programmes of work and any remodelling needed to financial projections going forward. In September 2019 Housing Committee approved the contract for a Stock Condition Survey to be completed.

3. Detail

A sample size of 25% of the total housing stock was achieved, including blocks. with further additional invasive structural surveys of our non-traditional properties which are made up of Timber Framed, Tru-Steel, In-situ Concrete (No Fines), and Unity Construction. Based upon the stock data collected the Stock Condition report includes an assessment of all current and future repairs and maintenance liabilities over a 30 year period with a 5 and 10 year summary of required investment to maintain the standard including information about future stock investment.

Details of the scope of the survey and the assessments included in the survey are included in appendix 1. Further tables to show the findings of the survey are included in appendix 2.

4. Financial implications

The fully analysed data will be considered including the projected costs for short, medium and long term positions. This will in turn influence a review of the Council's 30 year housing asset management plan, future financing and budgets. A further report will be presented on the full findings and financial impact.

Recommendation

The Committee is asked to NOTE the detail of this report, and that further information will follow as part of a review of the Housing Revenue Account Business Plan.

Background papers

Nil

APPENDIX 1**Scope of the survey**

The scope of the survey included the following key components and considerations:

- A general building description, archetype, location, accommodation type
- Details of adaptations and alterations identified
- The general property condition measured against the Governments Decent Homes Standard including the Housing Health and Safety Rating System including, but not limited to, the structure and all structural elements, building fabric and envelope components, services, facilities, fixtures and fittings, kitchens, bathrooms, electrical, heating and hot water systems, communal areas and external environment and ancillary assets.
- The condition of building components and remaining life expectancy.
- Main wall construction – traditional and non-traditional forms of construction
- Stairs and balconies
- Fire safety
- Photographs of all elevations showing the structure including the roof, and any notable issues

Information included in the report

Based upon the stock data collected the Stock Condition report includes an assessment of the following:

- All current and future repairs and maintenance liabilities over a 30 year period with a 5 and 10 year summary of required investment to maintain the standard including information about future stock investment
- Stock wide elemental failings and any identified issues or priorities for the Council to consider
- Establish the properties that meet the current standards
- Identify the levels of failure by element, condition and current and future investment needs
- Allow the results to be presented and costs to be modelled through the 30 year Housing Revenue Account Business Plan including any refinement

Summary of the Main Report Findings

Catch-up Repairs (repairs that are required to remove defects that are observed in a property during a survey) were identified as being £124,690 which results in an average of £28.26 per property. The most significant costs have been identified against repairs for windows and bathrooms. Catch-up repair costs were only recorded for components viewed as essential and this consisted of the following: bathrooms, kitchens, windows, main roof covering and secondary roof covering.

The overall Planned works costs over the 30 year business planning period total £149,755,058 which equates to an average of £33,950 per property. This can be

further broken down to an average of £1,132 per property per year. Further information can be found in Table 1 in appendix 2.

A total of 133 properties, equating to 3.02% of the Council's stock were found to be failing the Decent Homes standard. This figure was estimated using the sample of properties surveyed. Further information can be found in Table 3 in appendix 2

When summarising all costs for liabilities, which includes catch-up repairs, planned maintenance works, preliminaries, fees and contingencies, the figure currently stands at a total of £181,360,848 over the 30 year period averaging £41,115.58 per property. When broken down further this works out at an average of £1,370.52 per property, per year. This is shown in Table 2 in appendix 2. The preliminaries, fees and contingencies that form part of the summary of all cost tables are indicative values included as part of the cost calculation process and are not necessarily representative of the actual values within the Council's business plan.

Further work

The next phase of the work is to fully analyse all the data that has been collected, how it has been interpreted and then applied to the results of both the main stock condition report, and that for non-traditional properties. Once fully analysed these results will be compared to existing data, and the two combined within the Housing Management System.

The new and existing data will also be used to help inform and develop a revised 30 year Asset Management Plan and Asset Management Strategy. This will include a profile of work packages needed to continue to meet the Decent Homes Standard, plus a review of the Broxtowe Standard. It will also inform future budget projections. This will help protect and maintain the standards of our housing stock in the short, medium, and long term.

Main Stock Condition Report

The table below shows the archetypal breakdown of the stock, excluding leaseholder properties:

Archetype	BBC Stock	% of Stock
1 - Pre 1945 Small Terraced Houses	126	2.60%
2 - Pre 1945 Semi-detached Houses	329	6.80%
3 - All other pre 1945 Houses	212	4.38%
4 - 1945-64 Small Terraced Houses	4	0.08%
5 - 1945-64 Large terrace/semi-detached/detached Houses	579	11.96%
6 - 1965-74 Houses	96	1.98%
7 - Post 1974 Houses	189	3.90%
8 - Non-Traditional Houses	48	0.99%
9 - Pre 1945 Low Rise Flats	0	0.00%
10 - Post 1945 Low Rise Flats	1726	35.66%
11 - Medium Rise Flats	413	8.53%
12 - High Rise Flats	0	0.00%
13 - Bungalows	688	14.21%

Blocks	421	8.71%
Grand Total	4832	100.00%

Archetype 10 (Post 1945 low-rise flats) properties are the most common, with over 35% of the stock found within this category. Archetype 13 (Bungalows) is also a popular archetype with 14.21% of the stock within this category. In total, flats account for 44.19% of the BBC stock.

The property archetype least prevalent is Archetype 8 (Non-Traditional Houses) with just 48 properties (0.99%) of all properties being found in this category. Similarly, Archetype 6 (1965-74 Houses) forms a small proportion of BBC's stock with only 96 properties (1.98%) found in this category.

Archetype	Total BBC Stock	% of Stock	Nr Surveyed	% Surveyed
1 - Pre 1945 Small Terraced Houses	126	2.60%	58	46.03%
2 - Pre 1945 Semi-detached Houses	329	6.80%	115	34.95%
3 - All other pre 1945 Houses	212	4.38%	93	43.87%
4 - 1945-64 Small Terraced Houses	4	0.08%	4	100.00%
5 - 1945-64 Large terrace/semi-detached/detached Houses	579	11.96%	138	23.83%
6 - 1965-74 Houses	96	1.98%	40	41.67%
7 - Post 1974 Houses	189	3.90%	78	41.27%
8 - Non-Traditional Houses	48	0.99%	26	54.17%
9 - Pre 1945 Low Rise Flats	0	0.00%	0	0.00%
10 - Post 1945 Low Rise Flats	1726	35.66%	199	11.53%
11 - Medium Rise Flats	413	8.53%	161	38.98%
12 - High Rise Flats	0	0.00%	0	0.00%
13 - Bungalows	688	14.21%	189	27.47%
Blocks	421	8.71%	115	27.32%
Grand Total	4832	100.00%	1216	25.17%

It is normal practice within the social housing sector to carry out sample surveys for the purpose of business planning or stock valuation. Typically, for business planning purposes, a stratified survey sample can be expected to be in the region of 10%. For valuation purposes prior to stock transfer, the sample size is usually higher, around 20%. In this instance, MDA has completed surveys to 25% of the Council stock.

The guidance on stock condition surveys issued by the Government ("Collecting, Managing and Using Housing Stock Information – A Good Practice Guide, Vol. 2 – Key Principles and Methodological Issues - Annex I") describes a method of calculating the statistical reliability of a completed sample survey. The guidance describes how it is possible to be 95% confident that a measurement made in a particular survey is within two standard errors of the true answer. Government guidance states that the confidence level across the stock should be less than 4%. In this instance, MDA have achieved a confidence level of 0.33%, making the stock condition survey sample and its results statistically reliable.

The table below gives a breakdown of the statistical reliability derived from the survey and inclusion of data supplied by BBC within archetypes and across all stock. For statistical testing, blocks are excluded from these tables.

Archetype	Total Nr	Nr Surveys	Sampling Fraction %	P(event) Failure Rate	Corrected Standard Error
1 Pre 1945 small terrace houses (<70m ²)	126	58	46.03	8.73%	2.73%
2 Pre 1945 semi-detached houses	329	115	34.95	6.38%	1.84%
3 All other pre 1945 houses	212	93	43.87	0.94%	0.75%
4 1945-64 small terrace	4	4	100.00	0.00%	0.00%
5 1945-64 large terrace/semi-detached/detached houses	579	138	23.83	3.45%	1.36%
6 1965-74 houses	96	40	41.67	6.25%	2.94%
7 Post 1974 houses	189	78	41.27	4.23%	1.75%
8 Non-traditional houses	48	26	54.17	2.08%	1.92%
9 Pre 1945 low rise (1-2 storeys) flats	0	0	-	-	-
10 Post 1945 low rise (1-2 storeys) flats	1726	199	11.53	2.49%	1.04%
11 Medium rise (3-5 storeys) flats	414	161	38.89	4.59%	1.29%
13 Bungalows	0	0	-	-	-
Grand Total	688	188	27.33	0.29%	0.33%

Non Traditional Stock Report Executive Summary

In addition to the main stock condition survey MDA has conducted an investigation of our stock of non-traditional properties, which seeks to establish the structural condition of the properties and recommend appropriate repairs to maintain structural integrity for at least a further 30 years of serviceable life and budget costs associated with this.

The following non-traditional property types are included within the Council stock:

Non-Traditional Property Type	Total Nr of areas	Nr of units	Nr of blocks
Timber Frame	2	54	0
Trusteel	1	14	0
Wimpey No-Fines	1	25	0
Unity Flats	1	39	6
Total Nr of BBC Owned Non-Traditional Properties		132	6

Further surveys are planned to additional properties identified during the surveys that we believe may be of similar non-traditional construction.

The structural condition of the properties was assessed from a combination of visual and intrusive surveys of a representative sample number of each property type. The Timber Frame and Trusteel properties are in their original structural form whilst the Unity properties have benefited from a Permarock cladding c20 years ago and the Wimpey No-Fines properties have benefited from an external wall insulation (EWI) system.

The results of this survey indicate that the structural integrity of the majority of the non-traditional stock can be maintained for a further 30 years of serviceable life if appropriate repairs and regular maintenance measures are implemented to protect the structural components from the risk of ongoing deterioration.

The Timber Frame properties are in a reasonable condition and do not specifically require enhancement. However, they would certainly benefit from the application of EWI to create a dry, warm environment for the structural members and enhance their thermal performance generally. For the purposes of this report it is assumed these improvements are not a priority. Therefore the structural members should be monitored for deterioration at least every three years.

The Trusteel properties are still in their original condition and will achieve a further 30 years serviceable life providing remedial repairs are undertaken. The recommended remedial repairs include; repairing any gaps to party walls, removal of brickwork to allow a thorough inspection of each stanchion base, clear all cavities of rubble and cavity wall insulation, repair/replace any severely corroded stanchion feet, paint all stanchion feet with a protective paint and apply an EWI system. In the event these improvements are not made the structural members should be monitored for deterioration at least every 3 years.

Both the Timber Frame and Trusteel property types require a dry environment within the cavity walls to avoid the accumulation of moisture at post/stanchion feet which will require regular maintenance of unimproved properties and consideration of the removal of cavity wall insulation.

The No-Fines properties have a more recent cladding system in place and whilst the No-Fines concrete is likely to be affected by the problem of carbonation there is little embedded reinforcement in walls. The concrete used in forming the lintels has been shown to have generally low to medium chloride content and the EWI is likely to have arrested any carbonation. Therefore, routine periodic maintenance and a timely renewal of the EWI system should afford a 30 year operational life.

The observed repairs have to some degree prolonged the serviceable life of the Unity properties however, the works undertaken are not up to current standards and the cladding has exceeded its anticipated design life. Enhanced repairs will be required in order to achieve a further 30 years serviceable life. The recommended enhanced repairs include; repairing any gaps to party walls, stripping the existing cladding, removing the original Unity cladding panels and replacing with a new timber frame, installing remedial wall ties to gable and ground floor elevations, applying a new EWI system, enclosing the exposed prefabricated reinforced concrete (PRC) columns along with routine maintenance.

To allow us to prioritise budgets, a traffic light system has been applied to the recommended repairs reflecting the timing/complexity of different work involved, whereby: -

Red = Significant Works Required (e.g. Significant Intervention works)

Amber = Moderate Works Required (e.g. Remedial works including EWI)

Green = Minor Works Required (e.g. Routine Maintenance)

No allowance for periodic inspections has been made but a nominal figure for mid-life uplifts of Trusteel, Wimpey No Fine and Unity properties is included in the budget.

Table 6 in appendix 2 summarises the repair requirements of the non-traditional properties to achieve a further 30 years serviceable life.

Beyond these interventions they recommend checking all un-inspected party walls for any deficiencies and repair gaps where required, regularly inspect and make good damage to envelope treatments and carry out timely mid-life uplifts and renewals. They also suggest consideration be given to clearing the cavities of Trusteel and Timber Framed properties and applying EWI to the latter.

These findings will also be included in the development of the revised plan and strategy.

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APPENDIX 2

Table 1

Planned Maintenance Profile - A3
Broxtowe Borough Council

Element	Year 1	Year 2	Year 3	Year 4	Year 5	Yrs 6 to 10	Yrs 11 to 15	Yrs 16 to 20	Yrs 21 to 25	Yrs 26 to 30	Totals
Bathroom	£6,000	£66,000	£75,000	£30,000	£397,750	£1,770,250	£1,338,750	£3,299,500	£5,010,500	£1,467,500	£13,461,250
Kitchen	£119,000	£752,500	£640,500	£206,500	£1,687,000	£5,215,000	£4,959,500	£1,855,000	£3,405,500	£5,215,000	£24,055,500
Electric Wiring		£36,000	£139,200	£12,000	£636,000	£2,037,600	£799,200	£3,837,600	£2,032,800	£1,051,200	£10,581,600
Electric Consumer Unit		£2,400	£3,300	£1,500	£16,200	£126,000	£181,800	£418,800	£345,600	£162,900	£1,258,500
Detectors	£83,600	£84,600	£31,200	£23,900	£161,900	£268,200	£1,300		£385,200	£268,200	£1,308,100
CH Boiler	£24,000	£224,000	£100,000	£126,000	£800,000	£5,520,000	£1,526,000	£1,274,000	£5,510,000	£1,516,000	£16,620,000
Ch Distribution	£52,200	£136,800	£139,800	£34,000	£226,800	£1,298,400	£570,400	£1,538,200	£4,279,200	£943,600	£9,219,400
Focal Fire	£14,100	£13,900	£9,600	£1,200	£95,650	£67,200	£65,650	£487,450	£985,050	£233,650	£1,973,450
Windows	£26,600	£29,400	£188,300	£70,700	£734,650	£2,488,500	£3,011,050	£2,015,300	£871,500	£482,300	£9,918,300
Main Door		£102,900		£4,900	£90,300	£194,600	£242,900	£950,600	£1,004,500	£404,600	£2,995,300
Other External Doors	£4,200	£18,200	£12,600	£12,600	£51,100	£173,880	£258,440	£855,820	£666,120	£273,560	£2,326,520
Private Balconies Balustrading		£7,612		£900	£1,800	£47,812	£5,498	£15,442		£3,000	£82,064
Private Balcony Floor Covering					£11,940	£8,720	£13,305	£10,020	£840	£3,000	£47,825
Additional WC	£5,600	£10,400	£6,400	£800	£10,800	£41,200	£34,000	£111,200	£80,000	£24,000	£324,400
Main Roof Covering		£50,840	£75,280	£13,200	£249,680	£2,140,025	£911,614	£7,239,070	£1,914,360	£2,712,070	£15,306,139
Chimney		£4,960	£2,640	£800	£15,280	£65,080	£15,080	£73,060	£51,060	£17,080	£245,040
Secondary Roof Covering	£136	£200		£400	£21,520	£38,948	£11,532	£56,134	£17,700	£30,364	£176,934
Third Roof Covering						£918	£5,400			£918	£7,236
Roofline Works	£68,400	£10,170	£14,040	£5,625	£176,625	£718,920	£180,630	£431,820	£1,111,905	£779,648	£3,497,783
Main Wall Finish						£1,752,350	£1,032,150	£5,907,900	£962,050	£2,000,000	£11,654,450
Secondary Wall Finish	£62,500	£2,800			£43,560	£362,720	£228,848	£953,580	£128,780	£230,920	£2,013,708
Third Wall Finish	£14,800	£4,500	£23,000	£27,440	£1,000	£10,320	£3,760	£11,780	£1,440	£79,020	£177,060
Ext Painted Surfaces	£8,800	£95,600	£44,400	£51,600	£234,800	£94,400	£478,000	£138,400	£416,400	£148,800	£1,711,200
Paths	£7,260	£12,120	£1,740	£30,660	£113,124	£1,473,087	£966,423	£1,277,370	£494,820	£64,860	£4,441,464
Porch Canopy	£15,750	£15,000	£3,500	£3,500	£32,000	£134,250	£75,000	£83,000	£62,250	£36,500	£460,750
Hardstanding	£12,360		£17,262	£1,320	£19,044	£277,899	£249,821	£461,155	£316,423	£43,380	£1,398,664
Gates	£74,000	£43,750	£23,500	£17,500	£105,600	£402,950	£103,250	£68,650	£32,000	£290,300	£1,161,500

Boundary	£130,220	£125,650	£143,700	£51,200	£225,210	£1,367,865	£487,200	£684,865	£388,475	£728,770	£4,333,155
Outbuilding Roof	£4,285	£1,320			£22,155	£196,082	£36,417	£120,415	£19,840	£75,900	£476,414
Outbuilding Doors	£29,000	£42,500	£16,500	£28,000	£64,500	£593,500	£144,000	£86,000	£53,500	£208,000	£1,265,500
Outbuilding Walls	£1,400					£131,500	£11,460	£193,250	£292,900	£144,087	£774,597
Outbuilding Windows	£31,690	£31,899	£4,151	£18,343	£30,772	£80,952	£12,750	£17,779	£2,750	£117,855	£348,941
Garage Roof		£7,920			£7,155	£9,680			£1,875		£26,630
Garage Door				£4,400	£8,800	£9,900	£5,500			£13,200	£41,800
Garage Walls		£455			£819	£910	£455				£2,639
Door Entry System			£2,250	£9,750	£4,500	£25,250	£26,500	£4,500	£3,000	£21,750	£97,500
Communal Main Entrance Doors						£128,750	£43,750	£67,500	£57,500	£13,750	£311,250
Communal Other Entrance Doors						£83,750	£61,250	£107,500	£112,500	£71,250	£436,250
Communal Windows						£329,500	£84,500	£81,000	£216,000	£144,000	£855,000
Internal Common Doors					£3,600	£423,900	£63,900	£151,200		£3,600	£646,200
Internal Store Doors		£7,200			£9,900	£547,200	£431,100	£97,200	£18,900	£547,200	£1,658,700
Communal Heating Boiler						£90,000	£37,500			£90,000	£217,500
Common Stair and Floor Covering		£1,800			£16,260	£161,480	£30,720	£50,820	£28,060	£155,740	£444,880
Common Ballustrades		£4,875	£13,575		£6,075	£215,775	£46,875	£105,975	£7,500		£400,650
Communal Bathroom or Shower Rooms								£7,000		£10,750	£17,750
Communal WC						£6,000	£3,000	£21,000	£3,000	£7,500	£40,500
Communal Kitchen						£30,000	£65,000	£10,000		£30,000	£135,000
Warden Call System			£1,200			£9,600	£2,100		£1,200	£9,600	£23,700
Communal Heating Distribution						£78,600	£7,800	£30,600	£6,000	£63,300	£186,300
Communal Lifts						£200,000	£120,000		£40,000		£360,000
Communal Balconies Balustrading	£1,575					£12,000	£6,900	£11,550	£130,650		£162,675
Communal Balcony Floor Covering						£67,390					£67,390
Grand Total	£797,476	£1,948,271	£1,732,638	£788,738	£6,333,869	£31,528,813	£18,997,978	£35,219,005	£31,469,648	£20,938,622	£149,755,058

Table 2

Summary All Costs - A1											
Broxtowe Borough Council											
Element	Year 1	Year 2	Year 3	Year 4	Year 5	Yrs 6 to 10	Yrs 11 to 15	Yrs 16 to 20	Yrs 21 to 25	Yrs 26 to 30	Totals
Catchup Repair Costs	£124,690	£0	£0	£0	£0	£0	£0	£0	£0	£0	£124,690
Planned Works	£797,476	£1,948,271	£1,732,638	£788,738	£6,333,869	£31,528,813	£18,997,978	£35,219,005	£31,469,648	£20,938,622	£149,755,058
Unaccounted Decent Homes Failure Costs	£5,250	£0	£0	£0	£0	£0	£0	£0	£0	£0	£5,250
Fees - 8%	£74,193	£155,862	£138,611	£63,099	£506,710	£2,522,305	£1,519,838	£2,817,520	£2,517,572	£1,675,090	£11,990,800
Prelims - 10%	£92,742	£194,827	£173,264	£78,874	£633,387	£3,152,881	£1,899,798	£3,521,901	£3,146,965	£2,093,862	£14,988,500
Contingencies - 3%	£27,822	£58,448	£51,979	£23,662	£190,016	£945,864	£569,939	£1,056,570	£944,089	£628,159	£4,496,550
Grand Total	£1,122,173	£2,357,408	£2,096,492	£954,373	£7,663,981	£38,149,864	£22,987,553	£42,614,996	£38,078,274	£25,335,733	£181,360,848

Table 3

Decent Homes Failure Costs - A5									
Broxtowe Borough Council									
Criterion	2020	2021	2022	2023	2024	2025	2026	2027	2028
Disrepair	£123,200	£678,640	£616,880	£300,200	£3,073,540	£703,520	£1,423,590	£1,427,070	£1,601,620
Key Elements	£64,700	£455,640	£448,380	£214,200	£2,469,640	£563,520	£1,329,090	£898,070	£1,601,620
Wall Structure									
Wall Finish								£14,900	
Chimney					£9,360	£720			£2,080
Roof Structure									
Roof Covering		£50,840	£75,280	£13,200	£249,680	£63,450	£130,840	£205,820	£49,640
External Doors		£101,500		£1,400	£77,700	£36,400		£20,300	£4,200
Windows	£26,600	£29,400	£143,500	£78,400	£606,550	£222,950	£337,050	£141,750	£408,100
Spalling Brickwork									
Electrical Supply		£36,000	£120,000		£648,000		£7,200	£69,600	
Heating Boiler	£24,000	£224,000	£100,000	£120,000	£784,000	£240,000	£854,000	£442,000	£1,134,000
Heating Other	£14,100	£13,900	£9,600	£1,200	£94,350			£3,700	£3,600
Plumbing									
Non-Key Elements	£58,500	£223,000	£168,500	£86,000	£603,900	£140,000	£94,500	£529,000	£0
Kitchen Amenities	£31,500	£154,000	£66,500	£77,000	£231,000	£70,000	£3,500	£371,000	
Bathroom Amenities		£51,000	£69,000	£9,000	£239,500		£87,000	£152,000	
Heating System	£27,000	£18,000	£33,000		£133,400	£70,000	£4,000	£6,000	
Modern Facilities	£0	£0	£0	£0	£0	£0	£7,500	£0	£0
Kitchen > 20yrs	£0	£0	£0	£0	£0	£0	£0	£0	£0
Kitchen Adequate	£0	£0	£0	£0	£0	£0	£0	£0	£0
Bathroom > 30yrs	£0	£0	£0	£0	£0	£0	£7,500	£0	£0
Appropriate location bathroom and WC	£0	£0	£0	£0	£0	£0	£0	£0	£0
Adequate noise insulation	£0	£0	£0	£0	£0	£0	£0	£0	£0
Common areas	£0	£0	£0	£0	£0	£0	£0	£0	£0
Thermal Comfort	£5,250	£0	£0	£0	£0	£0	£0	£0	£0
Heating Type	£0	£0	£0	£0	£0	£0	£0	£0	£0
Roof Insulation	£5,250	£0	£0	£0	£0	£0	£0	£0	£0
Wall Insulation	£0	£0	£0	£0	£0	£0	£0	£0	£0
Total Properties	£128,450	£678,640	£616,880	£300,200	£3,073,540	£703,520	£1,431,090	£1,427,070	£1,601,620

Collision and entrapment	2	2	2	2	2	2	2	2	2
Collision Hazards from Low Headroom									
Explosions									
Position and operability of amenities etc									
Structural Collapse and falling elements	27	27	27	27	27	27	27	27	27
Disrepair	38	327	500	581	1674	1925	2214	2548	2981
Key Elements	38	327	489	556	1629	1880	2169	2473	2949
Wall Structure									
Wall Finish								5	5
Chimney					58	62	62	62	84
Roof Structure									
Roof Covering		8	20	22	64	73	94	131	140
External Doors		145	145	147	258	310	310	339	345
Windows	13	25	96	129	405	519	689	743	886
Spalling Brickwork									
Electrical Supply		15	65	65	335	335	338	367	367
Heating Boiler	12	124	174	234	626	746	1173	1394	1961
Heating Other	23	45	61	63	216	216	216	222	228
Plumbing									
Non-Key Elements		9	28	42	156	171	189	290	290
Kitchen Amenities	17	162	235	304	661	767	883	1110	1174
Bathroom Amenities		22	47	57	180	193	224	320	320
Heating System	29	104	173	176	276	341	343	367	367
Modern Facilities									
Kitchen > 20yrs	405	411	446	496	756	840	949	1149	1232
Kitchen Adequate									
Bathroom > 30yrs	107	107	112	112	234	242	261	353	353
Appropriate location bathroom and WC	2	2	2	2	2	2	2	2	2
Adequate noise insulation									
Common areas									
Thermal Comfort	21	21	21	21	21	21	21	21	21
Heating Type									
Roof Insulation	23	23	23	23	23	23	23	23	23
Wall Insulation	173	173	173	173	173	173	173	173	173
Total Properties	133	413	575	656	1731	1970	2247	2570	2991

Table 5

Catchup Repair Costs - A2	
Broxtowe Borough Council	
Element	Year 1
Bathroom	£38,900
Kitchen	£20,350
Windows	£41,000
Main Roof Covering	£22,700
Secondary Roof Covering	£1,740
Grand Total	£124,690

Table 6 – Non Traditional Properties

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Archetype	Construction	Nr of Units	Recommended Repairs	Years	Recommended Repair Cost Per Property (£)	Recommended Repair Cost Per Archetype (£)			
Timber Frame	Timber	54	Regular routine maintenance required to maintain weather tightness. Check for deficiencies in party walls and repair accordingly. Monitoring survey every 3 years to check timber frame.	N/A	N/A	N/A			✓
Trusteel	Steel	14	Envelope repairs. Clear cavities of any rubble and insulation, repair and paint all stanchion feet. Install remedial wall ties. Apply an EWI system. Mid-life uplift.	1-5	17,000	238,000	✓		
Wimpey No-Fines	In-situ	25	Regular routine maintenance required to maintain weather tightness. Check for deficiencies in party walls and repair. Mid-life up-lift.	N/A	N/A	N/A			✓
Unity Flats	PRC	39	Strip off existing cladding and original concrete Unity panels. Apply a timber frame in front of original PRC posts. Install remedial wall ties to brickwork. Apply an EWI system to external elevations. Enclose walk way/bin store area. Mid-life uplift.	1-5	80,000 (per block)	480,000 (based on 3Nr blocks per structure)	✓		
Totals		132				718,000			

Report of the Chief Executive

MENTAL HEALTH AND WELLBEING OF TENANTS

1. Purpose of report

To update the Committee on the Council's approach to supporting the mental health and wellbeing of tenants.

2. Background

Over recent years, the Council has responded to the mental health and wellbeing needs of tenants in a number of ways. These have included establishing a tenancy sustainment service and changing and refocussing the services offered to older tenants, by moving from Retirement Living to Independent Living.

3. Detail

Many people, including our tenants, have found the current Coronavirus pandemic difficult to deal with. At this time the Housing Department are providing additional help and support.

The attached appendix provides an overview of the following

- The work that is completed with applicants before they become tenants
- The responses taken to mental health and wellbeing in general needs housing
- The responses taken to mental health and wellbeing in independent living accommodation
- Additional support that has been provided during the Coronavirus pandemic

Recommendation

The Committee is asked to NOTE the approach taken to support tenants.

Background papers

Nil

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APPENDIX 1

The variety of work with tenants to support their mental health and wellbeing is provided both to have a positive impact on their lives and to ensure that tenancies are sustained wherever possible. Tenancy risks can come through a variety of different routes. These can include rent arrears, anti-social behaviour and condition of property. The Council understands that poor mental health and lack of support can be a tenancy risk and therefore has a number of different approaches to try and manage the impact.

The Council also acknowledges that social isolation, despite improvements in technology, is still an issue for some tenants and can have a negative impact on mental and emotional wellbeing. This has particularly been identified as an issue when responding to the Coronavirus pandemic.

The Council has a number of stages at which it can identify those who require additional support. There are also a number of methods it uses to try and ensure a more positive outcome.

Work with applicants before they become tenants

All applicants who apply to the waiting list and are eligible for our assistance in accordance with policy and legislation are assessed and placed within a band. Part of the banding assessment is to look at health issues and how they impact on the applicant's current housing. This will affect the decisions made on what band the applicant is placed in and what type of accommodation applicants are housed in. As part of this assessment, the Council requests information from relevant support agencies or medical professionals to understand an applicant's needs.

When an applicant is made a provisional offer of accommodation a risk assessment is completed and shared with the tenancy management and independent living teams, showing relevant information and potential tenancy risks. This assessment plays an important role in forming the relationship that teams will have with a tenant. This approach allows the Council to be proactive in the support and services that are offered.

Mental health and wellbeing of tenants in General Housing

It is the role of the Housing Officer to liaise with support agencies when required, to ensure that tenants are able to access support services that may assist them with their day to day lives. The team have built many positive links with the various statutory bodies, health professionals and voluntary agencies to ensure that tenants receive the help that they need when they most need it.

If tenants require a higher level of support than can be provided by the Housing Officer, they will make a referral to the Tenancy Sustainment Officer. This officer works within the same team but provides more in depth case work to assist individuals who may not be getting the support of any statutory agency and their tenancy is potentially at risk.

When dealing with neighbour nuisance or anti-social behaviour Housing Officers will always consider the reasons. They are aware that the health of the tenant is often a triggering factor. In conjunction with considering any enforcement action, Housing Officers work with individuals to identify and seek to address any issues. Throughout any cases, Housing Officers have to balance the needs of an individual with the wider impact on the wellbeing of the rest of the community.

It is part of the Neighbourhood Strategy and the Engagement Strategy to engage more with tenants, particularly in the areas where they live and using more informal methods. Once it is again possible, the Council will be providing Housing Surgeries within its neighbourhoods, to ensure that officers and the Council's services are more accessible to all. This will ensure that people are given the opportunity to have their say on how services are run and to be able to speak to someone more easily.

Last summer United Living's Corporate Social Responsibility Fund provided funding for a group of tenants affected by mental health to attend an outward bound day at Lea Green Learning and Development Centre. The day aimed to help build relationships and confidence, develop communication skills and problem solving. The group were supported by training instructors throughout the day and completed problem solving/co-operative games; rope courses and archery. Feedback from the group was very positive. Unfortunately due to lockdown restrictions we will not be able to run another trip this year as planned.

In 2019 the Housing department also ran a pilot of a project to provide 45 free leisure cards to tenants who had been identified as potentially benefiting. This approach aimed to assist them with building positive habits into their lifestyles. To enable families to access leisure facilities over a sustained period of time, vouchers were sent out throughout the year. Throughout the year the Engagement team has worked with LLeisure to monitor the usage of the leisure cards and vouchers issued to review the success of the pilot.

Mental health and wellbeing of tenants in Independent Living

Part of the role of the Independent Living Coordinator is to create a bespoke I-Plan, detailing their support requirements and ensuring that all relevant information regarding the tenant in terms of health and social care needs are documented and understood. It is the role of the Independent Living Coordinator to then liaise with other agencies and professionals as appropriate. The I-Plans are reviewed regularly so it is understood if a tenant's health and wellbeing are improving or deteriorating.

The Independent Living Service also has two Activities Co-ordinators, who work to coordinate and deliver social activities for residents within Independent Living schemes. These provide an invaluable onsite service to ensure that tenants within Independent Living are included and to help combat loneliness and social isolation. These officers were newly appointed as part of the transition to Independent Living and have been an excellent addition to the service offer.

Additional support provided during the Coronavirus pandemic

As part of the response to the Coronavirus, the housing department used the data held with the housing management system to identify households who may require additional support. Over 600 calls were made to tenants living in general needs housing who were either over 70 or were known to require additional support. The purpose of these calls was to ensure that tenants were provided with advice and assistance. Independent Living Co-ordinators continued to have regular contact with tenants from Independent Living schemes via telephone.

Through these initial calls officers could identify those that required additional support, and could signpost to other agencies or ensure that the tenant received regular calls from the department.

All activities and schemes have stopped during the pandemic; however the Activities Co-ordinators have continued to support tenants. They have contacted tenants who usually attended their activities or those who were referred by other officers. They have given advice, support and company to them. A lot of the tenants they continued to work with live alone and have been self-isolating for a long time so are feeling the effects of the pandemic, emotionally and physically. The Activities Co-ordinators have shared information with them about at home exercises, online resources such as eBooks and at home activities ideas.

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Report of the Chief Executive

GRENFELL RESPONSE UPDATE

1. Purpose of report

To update the Committee on actions which have been taken since the last report in September 2019 and highlight work currently in progress.

2. Background

The Committee was last provided with an update relating to actions taken to improve fire safety in the light of the Grenfell fire tragedy in September 2019.

The internal officer working group has now progressed the actions identified in appendix 1 in anticipation of the likelihood that the Grenfell Inquiry will result in significant suggestions for improvement action on the part of all agencies, including local government.

The Inquiry has only so far produced interim recommendations and is not now sitting. The length of time being taken before any national guidance is produced on, for example, future required fire safety standards of fire doors, continues to be a problem as councils risk incurring abortive expenditure in purchasing and installing doors which may then have to be replaced if the new standards change.

This Council acted ahead of government legal requirements to ensure all building materials used within housing construction are incombustible.

3. Financial implications

The council increased its capital and revenue budgets in 2019/20 to accommodate additional safety measures for our housing stock including conducting more rigorous fire risk assessments and introducing a new “compliance officer” post to the Housing establishment during 2019/20. Unfortunately, this post subsequently became vacant and despite advertising it has not been possible to recruit a suitably qualified applicant. Neither have we been able to recruit a Housing repairs manager despite also advertising repeatedly. It is a tribute to the hard work of officers in Housing and capital works that we have been able to continue to make progress, and thanks are due to the acting Housing Repairs manager for stepping up to undertake the role. A further organisational review is planned to address the capacity issues within this area of work.

Recommendation

The Committee is asked to NOTE the actions already taken and work in progress listed in appendix 1.

Background papers:

Nil

APPENDIX 1**ACTION TAKEN**

1. Communication sent to all councillors on 20 June 2017.
2. Additional information sent to Leader, Deputy Leader and Committee on 20 June 2017.
3. The tenant's handbook has been re-written with revised information on fire safety.
4. Audit of all properties we own identified two sets of buildings in respect of which there was insufficient information recorded – leading to subsequent further actions in (a) and (b) below
 - (a) Inspections of older properties in Stapleford ascertained nature of materials used were mineral fibre and not considered to be a high fire risk.
 - (b) Further enquiries in relation to Beeston Square identified cladding used as not of concern.
5. External audit invited to review a number of our in-house fire safety risk assessments, and suggest further improvements.
6. Annual testing of smoke detectors integrated into annual gas safety inspections. If no smoke detector is found, one is installed
7. Test of all smoke detectors in retirement living properties confirmed all were in working order.
8. The specification on all building contracts was changed to stipulate that both cladding and composite panels to be used including constituent parts of materials should be fire resistant or incombustible. The matter will be kept continuously under review to take on board any recommendations from the Grenfell Inquiry.
9. Fire safety advice included in tenants' newsletter, reminding everyone about fire safety (cooking, candles, cigarettes, flammable items in storage, appropriate disposal of rubbish, no blocking of fire exits, mobility scooter storage, blockage of corridors, knowing escape routes, no propping open of fire door, explaining what the policy is in the event of a fire (stay put/evacuate as appropriate), notifying us if there are concerns etc).
10. Website updated with information on fire safety for tenants.
11. Assurance sought regarding active enforcement of building regulations from Erewash BC our partners. Erewash BC attended meeting of Jobs and Economy Committee at which the annual building control report was scrutinised.
12. A register established of all buildings with any form of cladding/composite panel construction and a five-year systematic rolling programme of inspections including random core sampling of products.

13. The regularity of fire risk assessments of non-communal scheme properties and general needs housing was established in accordance with the standard expected in the HHSRS, and documented and monitored.
14. Inventory undertaken of all electrical appliances in temporary accommodation.
15. Identification of privately owned buildings in Broxtowe which may contain aluminium cladding.

Work completed since January 2018

16. General Housing blocks have had fire risk assessments re-done and all fire detection equipment checked.
17. A representative from Erewash BC which delivers our building control service attended planning committee and gave assurance that building regulations are being actively enforced in Broxtowe.
18. There has been a review of all electrical appliances within housing. Some old appliances were thrown out. There is now a register of all electrical appliances. This makes it much easier and quicker to identify and speedily respond to recall issues, and ensure better documentation and systematic testing of all electrical equipment.
19. An additional £350,000 to cover the cost of independent fire risk assessments and remedial works was included in budgets for 18/19. Work completed on a rolling programme basis. Lawrence Avenue and The Spinney were first to be done. Grove Court and Bexhill Court were next.
20. A proposal was presented to Policy and Performance Committee to increase resources for HMO inspection, licensing and enforcement.
21. A reminder was provided in an SMT briefing on the CDM regulations and the intranet updated with fresh guidance for responsible officers.
22. An internal audit on CDM regs was completed (a reasonable assurance verdict was reported to Governance and audit committee) and the recommendations implemented. As a result of this a new e-learning course was developed and is being rolled out across all relevant officers as a mandatory learning requirement.
23. Data was been provided to the government as requested on our housing stock and known private sector stock in our area.
24. The Chief Executive as the most senior manager responsible for Housing spent days with front line officers listening to ideas and concerns and interacting with tenants through this experience.

Work undertaken since September 2018

- Following an increase in resources for Leaseholder work as a result of the Oct 17 Housing restructure, work was undertaken and is still in progress to identify any areas of risk where leaseholders may have, for example, replaced front doors with doors which are not providing a high enough fire resistance limit.
- A thorough audit of existing doors was conducted. From that we have an established list of the current stock – stated fire resistance -of existing doors This is a significant issue for the whole sector as the fire resistant qualities of most doors supplied by the industry have been shown to be inadequate or wrongly specified. Central government guidance is awaited.
- Increased resources dedicated to compliance in Housing. Housing Committee agreed to appoint an additional “compliance officer”.
- The tenant engagement strategy newly approved gives greater potential for informal feedback from tenants on safety issues and a wider range of new communication and engagement methods
- Fire shutters ordered for 12 schemes of communal kitchen areas to automatically prevent a fire starting in this location from spreading.
- Installation of free swing door closers to residents’ flats continuing. (Equality Act ease of access)
- Fire Document boxes installed where fire panels are located. (fitted with FFE1 Keys)
- Regency Court – External Emergency and maintained lighting works soon underway.
- Renewal of smoke detector heads at Rockwell Court (communal)
- Nottinghamshire Fire and Rescue Service Fire Audit (Lawrence Ave, Tattershall Drive, Regency Court) completed.
- Fire safety training for independent living co-ordinators imminent.
- Housing risk register to feed the corporate strategic risk register refreshed
- More manager days on the front line and work shadowing to produce new insights and challenges.

Action taken since September 2019

- New Housing risk register created
- All general housing stock risk assessments have been completed, and are next due 2021
- Class O tamperproof notice boards have been fitted to general needs housing communal areas. They include details on the fire action plan, no smoking, not storing materials & flammable liquids, and a list of Housing contact details.
- Similar class O notice boards will be rolled out in retired living properties as well (Surveys will resume when we can)
- All remaining fire shutters (for kitchens) have been fitted in retired living schemes.
- All fire document boxes have been completed across retired living schemes.
- Fire compartmentation surveys and improvements are ongoing to retired living schemes, and will resume when we can after coronavirus.
- Regency Court emergency lighting has been completed

- Bexhill Court had new smoke detectors and heat detectors fitted as part of the Tunstall system. Compartment repairs to the lift shaft, and communal facilities have been completed.
- A presentation was given to the Nottingham Fire and Rescue Service, other local authorities and RSL's on the fire stopping/compartmentation our contract partners are doing on our behalf. It was well received.
- Free swing door closers are largely complete within retired living schemes where needed.
- Recent assurances have been received from Erewash BC regarding compliance with building regulations.
- Stay put policy: should be unchanged for now
 - (a) because of our residents. Who are vulnerable, older and potentially confused and number of false alarms.
 - (b) our buildings are lower rise and therefore easier to evacuate
 - (c) our buildings are less risky on compartmentalization thanks to ongoing programme of work

Further actions now in progress:

- (a) revisit housing risk register within the next month
- (b) Communications on fire safety and new communal areas policy to be fed into social media programme.
- (c) An update to Jobs and Economy Committee from Erewash on building regulations inspections/enforcement for Broxtowe.
- (d) Fire safety policy and risk assessment and training – new health and safety officer to take on in mid May as a top priority. Develop a specific fire safety policy for each of our Housing buildings. Ensure there is an identifiable duty holder relating to each building (to be contained in the fire safety policy). Further Increase skills and competence in relation to fire safety and safety compliance generally through internal training. Meanwhile, some high level desk top assessments for retirement living properties based on previously documented risk assessments, and ILOs still visiting properties being asked to check certain aspects on request.
- (e) Work to ensure each building has a “fire safety digital record”. This will include details of what materials went into the construction; full plans for the building; any alterations; a record of any approvals for alterations; fire safety risk assessment; copies of inspection reports
- (f) revisit the proposals for a new organisational structure for assets and repairs to ensure the role of compliance is adequately scoped and graded. Develop a clear asset plan for the council's Housing assets. This plan would set out a framework within which annual maintenance priorities are set and capital building projects delivered, providing better strategic co-ordination between housing maintenance and capital works. This will be a specific requirement of the new post holder to be recruited to post H126
- (g) By mid 2020 the capita system will keep a record of building assets
- (h) fire doors internal opening have been tested and are compliant - however guidance has not yet been issued on testing outward opening doors. In the light of this leaseholder doors which have been surveyed will be prioritised and officers will start considering which ones need replacing based on information we have available

- (i) A standard fire resistant door choice (price range) will be devised that leaseholders must choose from in future and the policy will be amended accordingly.
- (j) Survey all internally opening doors as soon as coronavirus restrictions permit to do compliance gap analysis
- (k) after that take stock on remaining outward opening doors.

Report of the Deputy Chief Executive

FISHPOND COTTAGE, 51 ILKESTON ROAD, BRAMCOTE AND THE USE OF SURROUNDING LAND FOR REDEVELOPMENT

1. Purpose of report
To seek Committee approval for one of two options to develop Fishpond Cottage, 51 Ilkeston Road, Bramcote for social housing.
2. Current position
Fishpond Cottage, 51 Ilkeston Road, Bramcote (also known as Farm Cottage) is a 19th century detached cottage owned by the Council (see appendix 1). In 2017 the Policy and Resources Committee approved the sale of Fishpond Cottage and the redevelopment of the garden land and adjacent grassed area with dementia friendly bungalows. This approval has not been progressed and committee has the opportunity to consider an alternative option to maximise the development of the site.
4. Current options for the site (see appendix 2 for more detail)
Option 1 - as per the 2017 approval i.e. sell the cottage and seek to redevelop part of the garden land and adjacent grassed area. The area that can be developed and the proposed mix has changed since the original report – see appendix 1 and 2,
Option 2 - Demolish the cottage (subject to planning) and seek to redevelop the whole site, whilst salvaging the cottages historic fixtures and fittings with a view to these being represented or reused in the adjacent Bramcote Hills Park,
5. Financial implications
The 2020/21 capital programme includes £600,000 for the provision of new build housing on the Fishpond Cottage site. Once a preferred option has been agreed, an estimate of the costs and required financing will be produced and approval sought from the Finance and Committee should this require a change in the budget.

Recommendation

Committee is asked to RESOLVE that one of the following 2 options be approved:

1) Option 1

a) Fishpond Cottage be sold as per Policy and Resources Committee approval dated 13 July 2017 (subject to revising the cottage boundary) with a delegation made to the Deputy Chief Executive, following consultation with the Chair of the Housing Committee, to agree the terms and conditions of the sale,

b) A consultation exercise be undertaken to seek local resident's views on developing the rest of the site for a mixture of 3 bed houses and 1 bed flats,

c) Following this event, a delegation be made to the Deputy Chief Executive, in consultation with the chair of housing, to submit a planning application,

2) Option 2

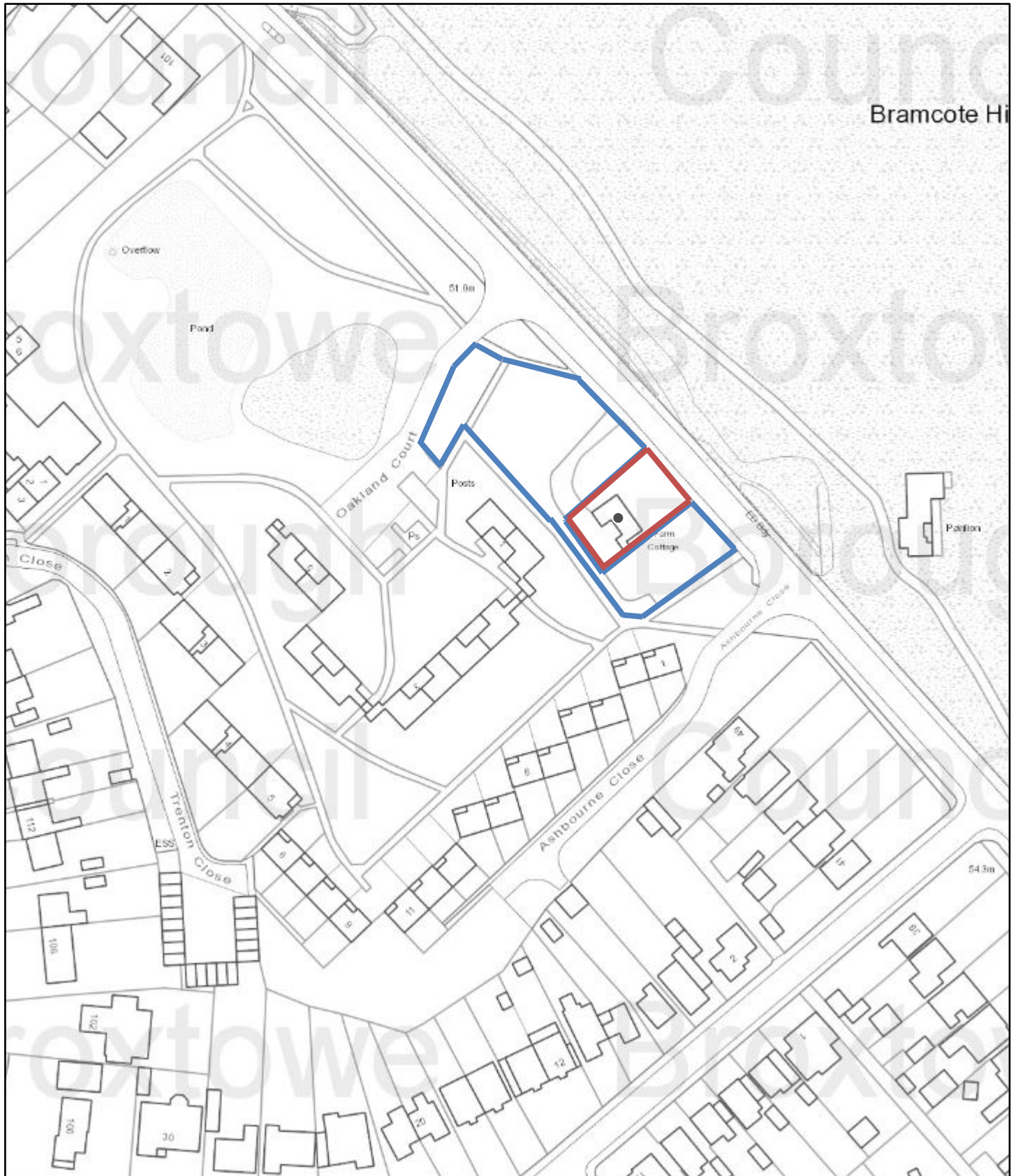
d) A consultation exercise be undertaken to seek local residents' views on developing the site including the proposed demolition of Fishpond Cottage,

e) Following this event, a delegation be made to the Deputy Chief Executive, in consultation with the Chair of the Housing Committee, to submit a planning application.

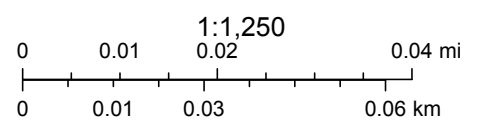
Background papers: Nil

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Appendix 1 Fishpond Cottage



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APPENDIX 2

FISHPOND COTTAGE, 51 ILKESTON ROAD, BRAMCOTE AND THE USE OF SURROUNDING LAND FOR REDEVELOPMENT**1) Background**

Fishpond Cottage, 51 Ilkeston Road, Bramcote (also known as Farm Cottage) is a 19th century detached cottage owned by the Council. It is believed that it was built between 1835 and 1845 and previously owned by the Bramcote Hills estate and probably used as tenanted farm accommodation. The building is not listed but has recently been registered as a non designated heritage asset by the County Council.

In 2017 the Policy and Resources Committee approved the sale of Fishpond Cottage and the redevelopment of the garden land and adjacent grassed area with dementia friendly bungalows. This approval has not been progressed and Housing committee has the opportunity to consider an alternative option to maximise the development potential of the site.

The 2017 Policy and Resources Committee report highlighted that the cottage is not suitable for accommodation for social housing due to its layout, level changes and the increased costs to maintain compared to regular social housing. To give the property a 25-year life is likely to require substantial investment. A survey is currently being undertaken to assess the structural condition of the building.

The cottage is surrounded by a mature garden and is adjacent to a large grassed area, with trees, owned by the Council.

2) Development options for the site

The options for developing the site are;

Option 1 - as per the 2017 Policy and Resources Committee approval i.e. sell the cottage and redevelop the garden land and adjacent grassed area. It is proposed that the boundary of the cottage for disposal be reduced, compared to the plan in the original report (as per Appendix 1), to allow more new build housing to be accommodated around the site. It is also proposed to develop **up to** 3x3 bed houses and 2x1 bed flats on the site instead of dementia friendly bungalows. The reason for this being that the housing shortage in the area is for general needs single person accommodation and for larger family homes including adapted dwellings. Under this option it would be sensible to delay the sale of the cottage until after the new build development has been completed.

Advantages of this option

- The cottage is retained and can be sold to generate a capital receipt,
- It is likely this will result in a less contentious planning application (as the cottage is maintained) which is more likely to attract community support,

Disadvantages of this option

- Less affordable housing is provided (up to a maximum of 5),

- The development costs are proportionally higher for developing a smaller site which is going to be more difficult to develop if the cottage is maintained,
- It would be difficult to impose and enforce a non demolition covenant on the sale of the cottage meaning it could be demolished by a private owner at a future stage,

Option 2 – This option involves seeking planning approval to demolish the cottage and redevelop the wider site and the adjacent grassed area with at least 6x3 bed houses (1 of which will be adapted to wheelchair standards) and 2x1 bed flats.

To justify the potential demolition of the cottage under this option the Council has recently undertaken a heritage survey. The surveys conclusion is that the Cottage's heritage significance is limited by several considerations;

- Its Victorian date is unremarkable, and former farmsteads of this date are not a rare category of buildings,
- It is architecturally plain with the only elaboration being a dentil eaves course, which is a common feature of Victorian buildings,
- The farmstead is incomplete with the agricultural range having been demolished in the mid-twentieth century, meaning that its original use is no longer legible to visitors,
- Internal historical features are lacking,
- It is legitimate to take into account the poor state of repair of the house, which further detracts from its level of significance,

Initial informal planning advice is that if a case for demolition can be made (given the building is a non designated heritage asset) then the new development must demonstrate that the loss is valid and that the replacement scheme is of equal value architecturally and in quality of materials and layout.

Advantages of this option

- The development potential of the site is maximised whilst meeting the priority housing needs of the Council,
- The cost of delivering this larger scheme is going to be more cost effective for the Council,

Disadvantages of this option

- The planning application is going to be more contentious as the cottage has recently been allocated as a non designated heritage asset by the County Council,
- This proposal is likely to attract less community support,

Local Conservation Groups consultation

Officers have been in discussion with the two Bramcote Conservation Groups (the Bramcote Conservation Society and the Bramcote History Group) about the two options outlined above.

Summary of the Bramcote History Group comments;

- There was some concern amongst members about the proposed demolition option given the age/character of the house and its historic connections,
- The possible re-siting of the cottage into Bramcote Hills Park should be considered (although it was recognised that the cost and practicalities of this option probably prevented this from being feasible),
- If the demolition option was pursued then any significant fixtures, pertaining to the history of Bramcote, should be retained and re-sited in the locality and the group should be kept informed about this

Summary of the Bramcote Conservation Society comments;

- Whilst this is not a listed building, its age alone suggests it is an important “Heritage Asset”. In seeking a plan to develop a site that involves the loss of such assets, a developer would be expected to demonstrate why it was necessary to lose that,
- Cottages of this type are not expected to be examples of complex architectural merit. By their very nature, they are “artisan” dwellings of simplicity. This is a free standing example in a reasonably sized plot,
- The society would like the Council to delay its consideration of this particular proposal as we are in the middle of a serious public health crisis where it is difficult to hold public meetings on line,
- The Council should properly explore all options before making a decision to demolish. A heritage Asset such as this should really be subject to market testing for at least 6 months to see if there are likely to be any interested purchasers who would restore and use the building. If that proves negative, then the society would accept that demolition might be the only sensible option. In the meantime, BBC could pursue a smaller scale development that keeps the cottage with the option to extend that if it subsequently proves difficult to sell,
- On the point of redevelopment, at whatever scale, the society would welcome the opportunity to comment on layout and design.

Salvaging materials and their reuse locally

If the building is demolished the Council will seek to preserve some of the buildings fixtures and fittings with a view to these being represented or reused elsewhere. Discussions are at an early stage with the Bramcote and Stapleford Community Hub about whether salvageable items from the cottage would be of benefit to the hubs proposed community café at Bramcote Park. This would be a sensible use of salvageable items should the demolition option be approved.

View of the site from Ilkeston Road



Topographical Plan



Report of the Chief Executive

PERFORMANCE MANAGEMENT REVIEW OF BUSINESS PLAN – HOUSING – OUTTURN REPORT

1. Purpose of report

To report progress against outcome targets identified in the Housing Business Plan, linked to Corporate Plan priorities and objectives, and to provide an update as to the latest key performance indicators therein.

2. Background

The Corporate Plan 2016-2020 was approved by Cabinet on 9 February 2016. Business Plans linked to the five corporate priority areas of Housing, Business Growth, Environment, Health and Community Safety are approved by the subsequently approved by the respective Committees each year.

3. Performance Management

As part of the Council's performance management framework, each Committee receives regular reports during the year which review progress against their respective Business Plans. This will include a detailed annual report where performance management is considered following the year-end.

This outturn report is intended to provide this Committee with an overview of progress towards Corporate Plan priorities from the perspective of the Housing Business Plan. It provides a summary of the progress made on key tasks and priorities for improvement in 2019/20 and the latest data relating to Key Performance Indicators (KPI). This summary is detailed in appendix 1.

Recommendation

The Committee is asked to NOTE the progress made in achieving the Business Plan for Housing and the Key Performance Indicators for 2019/20.

Background papers

Nil

APPENDIX 1

PERFORMANCE MANAGEMENT

1. Background - Corporate Plan

The Corporate Plan for 2016-2020 was approved by Cabinet on 9 February 2016. This Plan set out the Council's priorities to achieve its vision to make "Broxtowe a great place where people enjoy living, working and spending leisure time." Over the period, the Council focussed on the priorities of Housing, Business Growth, Community Safety, Health and Environment.

The Corporate Plan prioritises local community needs and resources are directed toward the things they think are most important. These needs are aligned with other local, regional and national plans to ensure the ambitions set out in our Corporate Plan are realistic and achievable.

2. Business Plans

The Business Plans are linked to the five corporate priority areas, including Housing, were approved by the respective Committees at meetings held in January and February 2019.

The Council's priority for Housing was "A good quality affordable home for all residents of Broxtowe". Its objectives are to:

- Increase the rate of house building on brownfield sites (Ho1)
- Become an excellent housing provider (Ho2)
- Improve the quality and availability of the private rented stock to meet local housing need (Ho3)

The Business Plans detail the projects and activities undertaken in support of the Corporate Plan for each priority area. These cover a three-year period but are revised and updated annually. Detailed monitoring of progress against key tasks and outcome measures in the Business Plans is undertaken regularly by the relevant Committee. This includes a detailed annual report where performance management is considered following the year-end.

3. Performance Management






As part of the Council's performance management framework, the Housing Committee receives regular reports of progress against the Business Plan. This report provides a summary of the progress made to date on key tasks and priorities for improvement in 2019/20 (as extracted from the Pentana performance management system). It also provides the latest data relating to Key Performance Indicators (KPI).

The Council monitors its performance using the Pentana performance management system. Members have been provided with access to the system






via a generic user name and password, enabling them to interrogate the system on a 'view only' basis. Members will be aware of the red, amber and green traffic light symbols that are utilised to provide an indication of performance at a particular point in time.

The key to the symbols used in the Pentana performance reports is as follows:






Action Status Key







Icon	Status	Description
	Completed	The action/task has been completed
	In Progress	The action/task is in progress and is currently expected to meet the due date
	Warning	The action/task is approaching its due date (and/or one or more milestones is approaching or has passed its due date)
	Overdue	The action/task has passed its due date
	Cancelled	This action/task has been cancelled or postponed






Performance Indicator Key

Icon	Performance Indicator Status
	Alert
	Warning
	Satisfactory
	Unknown
	Data Only







Housing Key Tasks and Areas for Improvement - 2019/20





Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	HS1922_01	IT system improvements through implementation of phase 2 of upgrade to v15 Capita Open Housing	Better quality management information More efficient housing management	100%	Jun-2019	System improvements have been implemented and the data is to be used in management of the Housing Service to drive service improvements.
Overdue 	HS1922_02	Implement housing new build delivery plan	Add to the social housing stock Produce affordable homes to rent	83%	Dec-2019	The Housing Delivery Plan was approved in June/ July 2019 by the Housing Committee and Finance and Resources Committee respectively. The procurement process is on track to enable delivery of new build houses to support the Housing Delivery Plan. Other avenues are also being explored including buying back Council properties to meet housing needs.
Overdue 	HS1922_03	Implement findings of social and affordable housing need report, including consideration of designation of Independent Living schemes	Most effective use of property owned by the Council to meet the needs of the borough	80%	Mar-2020	Report on stock options for Independent Living is being presented to the Housing Committee in June 2020.
Completed 	HS1922_04	Produce an Asset Management Strategy	Ensure effective management of assets	100%	Dec-2019	An Asset Management Strategy will be presented to Housing Committee in June 2020, utilising the information that has been provided in the Stock Condition Survey.
Completed 	HS1922_05	Complete a stock condition survey	Provide up to date and accurate information about the condition of our housing stock	100%	Mar-2020	The Stock Condition Survey is complete and the findings are being presented to Housing Committee in June 2020.

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
Completed 	HS1922_06	Undertake a review of the Housing Repairs Service	Maximise efficiency of the repairs service Consider commercial opportunities if available	100%	Mar-2020	The review of Housing Repairs service was completed. Recommendations are being implemented to improve efficiency.
Completed 	HS1922_07	Increase the commerciality of the Lifeline Service	Increase sales of the Lifeline service Support for vulnerable people in the borough	100%	Sep-2019	The new Lifeline Service was introduced in June 2019 supported by a new Policy and includes a tiered system of charges.
Completed 	HS1922_08	Implement a new Neighbourhood Strategy which sets out how neighbourhoods will be maintained and improved	Improve the environment for tenants, including communal areas, caretaking and inspections	100%	Dec-2019	The Total Mobile service was expanded to include the Tenancy and Estates teams and is enabling improved management of Housing Operations and provides real time information for Officers whilst on site.
Completed 	HS1922_09	Integration of the Income Team into the Housing department	Reduction in rent arrears Closer working between teams to deliver an excellent housing service	100%	Jul-2019	The Income Team has integrated successfully into the Housing Service and works effectively with other teams to reduce rent arrears.
Completed 	HS1922_10	Implement a Welfare Reform action plan	Reduction in rent arrears Mitigate impact of welfare reforms Support for vulnerable people in the borough Income and Housing Manager - Working with CAB and DWP	100%	Dec-2019	The Income Team meet regularly with Housing Officers to discuss cases and create plans to support residents with their tenancies. This has reduced the impact of the introduction of Universal Credit
Completed 	HS1922_11	Implementation of Introductory Tenancies	More efficient housing management Reduced ASB and arrears	100%	Mar-2020	Introductory tenancies have been fully implemented.
Completed	HS1922_12	Implement a Housing	Increase in involvement	100%	Mar-2020	Action plan for Grenfell has been implemented

Status	Action Code	Action Title	Action Description	Progress	Due Date	Comments
		Green Paper and Grenfell response action plan	of tenants and leaseholders in improving the Housing Service			and new Engagement Strategy has been written with consideration to the Green Paper objectives.
Overdue 	HS1922_13	New Housing Strategy	Increase in involvement of tenants and leaseholders in improving the Housing Service	60%	Mar-2020	Consultation is being completed. A new strategy will be presented to the Housing Committee in September 2020.
Overdue  Page 70	HS1922_14	Provide two dementia friendly bungalows with DFG funding	Increase in specialist supported accommodation Funding from Better Care Fund. Working with Head of Property Services	92%	Mar-2020	Work has been delayed due to lockdown.
Completed 	HS1922_15	Organise a programme of events for families and young people	Contributing to the priorities of the Mental Health Working Group	100%	Sep-2019	The Housing Engagement Team promoted services at events during the summer and invited families to participate.
Completed 	HS1922_16	All contracts in Housing will be reviewed and retendered as required	Value for money assurance Efficiencies to be obtained through Council wide procurement and framework agreements	100%	Mar-2020	A revised timetable for contracts to be reviewed has been completed and is now in use.

Key Performance Indicators Housing – 2019/20

Status	PI Code & Short Name	Data Collected	2017/18 Value	2018/19 Value	2019/20 Value	2019/20 Target	Notes
Red 	HSLocal_21: Housing Service Complaints responded to within timescale	Monthly	-	92%	89%	100%	In 2019/20, the Housing department received 136 complaints, consisting of Housing Repairs (76); Housing Options (19); Independent Living (16); Tenancy and Estates (13); Housing Strategy (9); and Income (3). In total 54 of these complaints were upheld (40%).
Green 	HSLocal_22: Housing ASB complaints contacted within timescale to agree action plan	Monthly	-	100%	100%	95%	127 ASB complaint cases were opened through 2019/20. All were responded to within timescale.
Amber 	HSLocal_29: Electrical Compliancy	Monthly	-	97.3%	98.6%	100%	There was an increase of 1% in the compliancy rate for 2019/20. Contractors suspended going into properties to carry out testing due to Covid-19 which had an impact during Q4.
Green 	HSLocal_31: No. of HMO Licences issued annually	Year	27	36	70	36	70 HMO Licences issued in year, consisting of 65 first-time licences and five renewals
Green 	HSLocal_BM05: Reactive appointments made and kept	Monthly	93%	97%	96%	96%	A total of 9,985 out of 10,451 appointments were kept (95.5%). The data for this PI is more accurate as comes directly from Capita Insight reports. Of the appointments cancelled, 337 (72%) were due to operative sickness; 124 (27%) were due to operatives attending emergency jobs; and 5 (1%) were due to weather conditions.
Green 	HSTOP10_01: Overall Satisfaction	Monthly	87.3%	95.3%	89.0%	87%	Overall satisfaction calculated using the question 'taking everything into account, how satisfied are you with the service provided by the Council's Housing department.' This result is based on 1,860 surveys completed during the year.
Red	HSTOP10_03: Average Relet	Monthly	-	-	27	21	Regular team meetings are held to discuss over

Status	PI Code & Short Name	Data Collected	2017/18 Value	2018/19 Value	2019/20 Value	2019/20 Target	Notes
	Time – General Living						target properties and agree plans to return them to relatable condition. This indicator is a revision of the former Average Relet Time– no previous data available.
Red 	HSTOP10_03a: Average Relet Time – Independent Living	Monthly	-	-	57	42	Performance is not within target, demonstrating that there are lettability issues with schemes. This indicator is a revision of the former Average Relet Time– no previous data available.
Red 	NI 155: Number of affordable homes delivered (gross)	Annual	8	43	16	85	
Data only 	DSData_19 No. of Residential planning permissions granted	Years	-	-	466	-	New indicator for 2019/20

Report of the Strategic Director

WORK PROGRAMME

1. Purpose of Report

To consider items for inclusion in the Work Programme for future meetings.

2. Background

Items which have already been suggested for inclusion in the Work Programme of future meetings are given below. Members are asked to consider any additional items that they may wish to see in the Programme.

2 September 2020	<ul style="list-style-type: none"> • Housebuilding: update report • Review of Income collection, financial inclusion and tenancy sustainment • Housing compliance • Community living network • Housing Strategy • Fuel Poverty • Asset Management Strategy • Homelessness, including winter arrangements
18 November 2020	<ul style="list-style-type: none"> • Housebuilding: update report • Update: Grenfell response • Allocations Policy annual review • Garage Strategy • Review of Cleaning Service • Neighbourhood Strategy update and key tasks for Year 2

Recommendation

The Committee is asked to CONSIDER the Work Programme and RESOLVE accordingly.

Background papers

Nil

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