

HOUSING STRATEGY 2009 – 2012

Action Plan for November 2010 – October 2011

Priority 1: Provision of affordable housing

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
1.	Achieve 40% affordable housing on all qualifying sites, ensuring that unless circumstances dictate otherwise, 70% are social rented, and 30% intermediate affordable housing	181 new homes by 31 March 2011 100 new homes by 31 March 2012 100% social rented housing to meet full <i>Lifetime Homes</i> standard Minimum 10% social rented housing (schemes of 10 units or more) to be wheelchair accessible	HCA grant required	HSEM
2.	With partner RSLs, develop local lettings plans to achieve a balanced community whilst meeting local need	Local lettings plans agreed and in place at least three months prior to completion of all new developments of 20 affordable homes or more	Within existing resources	HSEM
3.	Develop positive incentives to address the under-occupation of family homes in the social rented sector, estimated in the 2008 SHMA to be approximately 18%	Work with Strategy and Enabling sub-group (part of Kent Housing Group) to identify further initiatives. Report further progress to the Strategic Housing Advisory Board June 2011	Within existing resources	HSEM
4.	Evaluate feedback obtained by RSLs from residents on new affordable housing delivered within the borough	Report annually to Strategic Housing Advisory Board, identifying how customer feedback will be used to influence future services: § 2009-10 completions – report February 2011 § 2010-11 completions – report November 2011	Within existing resources	HSEM
5.	With West Kent partners, undertake a review of accommodation for older people in order to ensure that it meets current and future needs and aspirations	Evaluate possibility of merging this work with the KCC-funded Kent-wide work that is being undertaken in response to the draft Kent and Medway Housing Strategy. Report progress to Strategic Housing Advisory Board February 2011	Within existing resources	HSEM
6.	With West Kent partners, develop a sub-regional housing strategy action plan for West Kent to maximise joint working and share good practice	§ Deferred pending completion of Kent and Medway Housing Strategy § Reevaluate following completion and report findings to Strategic Housing Advisory Board February 2011	Within existing resources	HSEM
7.	With Kent County Council, provide additional pitches to meet the shortfall in accommodation for gypsies and travellers	To be progressed via LIP process	Resources to be identified	HSEM & Principal Planning

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				Officer
8.	With Parish Councils and <i>Action with Communities in Rural Kent</i> , implement a rolling programme of rural housing needs studies to identify the need for new rural affordable housing	Finalise draft studies for Addington and West Malling and complete one further study	Resources from 2011 to be identified	HSEM
9.	Review Housing Strategy	§ Agree timescale and key milestones by December 2010 § Strategy effective April 2012	Within existing resources	HSEM
10.	Update and review the objectives within the Housing Strategy Action Plan 2009-2012 on an annual basis, reporting to Members on progress against each objective	§ Progress update and annual review to Strategic Housing Advisory Board November 2011 § Final progress update May 2012	Within existing resources	HSEM
11.	With West Kent partners and the Homes and Communities Agency (HCA), finalise Local Investment Plan (LIP) and develop Local Investment Agreement (LIA)	§ Optimise public investment in the borough and the sub-region § Timescales to be identified by the HCA	Resources to be identified	HSEM
12.	Develop and implement a strategy to address housing needs and development in central Tonbridge	Complete by September 2011	Within existing resources	HSEM
13.	Undertake technical update of the Affordable Housing Supplementary Planning Document	§ To reflect the Housing and Regeneration Act 2008 and changes to the regulatory and funding regimes § Complete by October 2011	Within existing resources	HSEM with Chief Planner (Policy)

Priority 2: Tackling homelessness

NB: A more comprehensive list of objectives relating to the homelessness function will be found in the *West Kent Homelessness Strategy* Action Plan for the period July 2010-June 2011.

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
14.	Review West Kent Homelessness Strategy	§ Draft Strategy to Strategic Housing Advisory Board for approval to consult – February 2011 § Final draft to Strategic Housing Advisory Board – June 2011; to Cabinet June 2011; to Council July 2011 § Strategy effective July 2011	Resources identified	HNM
15.	Deliver the objectives set out in the Homelessness Strategy Action Plan 2010-2011 and monitor their impact	Report to the Strategic Housing Advisory Board July 2011	Within existing resources	HNM
16.	Review Allocations Policy to reflect statutory guidance	§ Draft to Strategic Housing Advisory Board for	Within existing	HNM

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
	on social housing allocations	approval to consult – February 2011 § Final draft to Strategic Housing Advisory Board for approval – June 2011	resources	
17.	Review format for collecting customer feedback to ensure that where possible, services reflect customer views and preferences	§ Complete review March 2011, implementing any changes by April 2011 § Report on 2010-11 data July 2011	Within existing resources	HNM
18.	Support court desks at Tunbridge Wells to advise customers attending possession hearings	Monitor cases assisted, reporting to Strategic Housing Advisory Board as part of quarterly Housing Needs update	Funded by Legal Services Commission	HNM
19.	Continue to provide Deposit Bonds to eligible households in accordance with current procedure ¹ and within budget, in order to prevent homelessness and minimise the use of bed and breakfast and other forms of temporary accommodation	Review scheme, reporting to Strategic Housing Advisory Board February 2011	Budget in place	HNM
20.	Monitor the impact of choice-based lettings to ensure that all customers (and specifically those that are most vulnerable) are not being excluded from the process	Report quarterly to Strategic Housing Advisory Board as part of Housing Needs update	Within existing resources	HNM
21.	With other <i>Kent Homechoice</i> partners, develop proposals for cross-boundary mobility, on-line registration, and the advertising of private rented accommodation	Timescales to be confirmed by CBL Project Board Progress updates to Strategic Housing Advisory Board as part of Housing Needs update	Within existing resources	HNM (CBL Project Board led)
22.	Maintain reduction in the number of households living in temporary accommodation	Report on progress to Strategic Housing Advisory Board as part of Housing Needs update	Within existing resources	HNM
23.	With partners, deliver youth homelessness Schools Programme to selected schools in the borough	Monitor progress of programme and report quarterly to Strategic Housing Advisory Board as part of Housing Needs update	Programme funded by CLG grant	HNM
24.	Review arrangements for entering into nominations agreements with partners in respect of new and existing social housing	Complete by March 2011	Within existing resources	HNM/HSEM
25.	With partner RSLs implement tenancy checks to reduce fraud and undertake routine credit checks of selected housing applicants	In accordance with internal audit report 43, implement by December 2010.	To be funded by CLG grant	HNM
26.	Develop a clear policy and guidance for taking action against private landlords for harassment and illegal eviction	§ Reduce homelessness presentations and illegal evictions § Complete by October 2011	Within existing resources	HNM/PSHM
27.	Develop a clear policy and guidance for housing	Complete by June 2011	Within existing	HNM

¹ Approved May 2009

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
	schedule 1 offenders		resources	
28.	With RSL partners, develop a protocol for assessing overcrowding in social housing	Complete by March 2011	Within existing resources	HNM/PSHM

Priority 3: Private sector renewal and energy efficiency

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
29.	If proposals approved by Strategic Housing Advisory Board (November 2010), promote and support the National Landlord Association (NLA) Landlord Accreditation Scheme to landlords in Tonbridge and Malling	§ Report quarterly on progress to Strategic Housing Advisory Board	Within existing resources	PSHM
30.	Should future funding be forthcoming, develop and implement a private sector renewal programme to deliver initiatives that will build on the success of the North and West Kent Private Sector Renewal Partnership 2008-2011	§ Proposed programme to be submitted for approval to Strategic Housing Advisory Board – February or June 2011 § Quarterly progress report to Strategic Housing Advisory Board thereafter	Resources to be identified	PSHM
31.	Ensure that qualifying HMOs are licensed to comply with current legislation	§ By March 2011, develop approach to identifying licensable HMOs – e.g. through local knowledge, map service requests, benefit, planning, food and safety information § Work with landlords on the submission of license applications § Review existing licenses annually, to ensure renewal at the appropriate time § By January 2011, include HMO risk assessment on Uniform system to determine next HHSRS inspection date	Within existing resources	PSHM
32.	Monitor the progress by stock-holding RSLs towards meeting the Decent Homes Standard by December 2010	Report progress to Strategic Housing Advisory Board June 2011	Within existing resources	PSHM
33.	Undertake private sector stock condition survey to inform future strategic priorities and comply with Government guidance	Complete study by December 2011	Within existing resources	PSHM
34.	With In Touch, the OT Bureau and partner RSLs continue to review the Disabled Facilities Grant process to ensure a seamless service to eligible households	§ Review process ongoing. Report progress quarterly to Strategic Housing Advisory Board May 2011 § Involve Health sector in review process § Process 100% DFG applications within 28 working	DFG budget in place for 2010-11 TBC for 2011-12	PSHM

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		days		
35.	Reduce the number of empty private homes	Bring seven homes per annum back into use	Within existing resources	PSHM
36.	Evaluate feedback obtained from customers to ensure that where possible, services reflect customer views and preferences	Report annually to Strategic Housing Advisory Board: § 2010-11 – report July 2011	Within existing resources	PSHM
37.	Develop a customer charter for the enforcement function	§ Identify/publish expected standards and levels of service § Complete by June 2011	Within existing resources	PSHM
38.	Evaluate feedback from Landlord Forum and explore additional ways of working with private landlords e.g. working groups to inform policy development	Complete by November 2011	Within existing resources	PSHM
39.	Evaluate new initiatives such as Feed in Tariffs and Heatseekers scheme and where appropriate develop proposals for participation	Ongoing process. Proposals to be endorsed by Strategic Housing Advisory Board	Within existing resources	PSHM

Priority 4: Assisting vulnerable households

No	Objective	Measurable outcome/timescale	Resource implications	Lead officer
40.	With West Kent partners, provide new accommodation-based support for vulnerable young people	Scheme to be completed and occupied by March 2011	Capital and revenue funding in place	HSEM
41.	With West Kent partners and the Supporting People Team develop proposals for new accommodation-based support in accordance with the five-year Supporting People Strategy 2010-2015	Timescale TBC – dependent upon CSR	Capital and revenue funding to be identified	HSEM

Priority 5: Addressing crime reduction

No	Objective	Measurable outcome/outcome	Resource implications	Lead officer
42.	Reduce the opportunity for crime to occur on new affordable housing schemes	100% social rented housing to meet <i>Secured by Design</i> standards	Within existing resources	HSEM
43.	Improve the security of homes occupied by vulnerable households	Home security checks per annum - TBC	Within existing resources	PSHM