

TONBRIDGE & MALLING BOROUGH COUNCIL



EXECUTIVE SERVICES

Chief Executive

Julie Beilby BSc (Hons) MBA

Gibson Building
Gibson Drive
Kings Hill, West Malling
Kent ME19 4LZ
West Malling (01732) 844522

NB - This agenda contains proposals, recommendations and options. These do not represent Council policy or decisions until they have received proper consideration through the full decision making process.

Contact: Democratic Services
committee.services@tmbc.gov.uk

12 July 2021

To: MEMBERS OF THE COMMUNITIES AND HOUSING ADVISORY BOARD
(Copies to all Members of the Council)

Dear Sir/Madam

Your attendance is requested at a meeting of the Communities and Housing Advisory Board to be held in the Council Chamber, Gibson Drive, Kings Hill on Tuesday, 20th July, 2021 commencing at 7.30 pm.

Members of the Committee are reminded that social distancing measures will be in place for this meeting. Other Members are required to participate online via MS Teams.

Information on how to observe the meeting will be published on the Council's website.

Yours faithfully

JULIE BEILBY

Chief Executive

AGENDA

1. Guidance for the Conduct of Meetings - Coronavirus Regulations

5 - 6

PART 1 - PUBLIC

2. Apologies 7 - 8
3. Declarations of Interest 9 - 10

Members in any doubt about such declarations are advised to contact Legal or Democratic Services in advance of the meeting

4. Minutes 11 - 16

To confirm as a correct record the Notes of the meeting of the Communities and Housing Advisory Board held on 25 May 2021

Matters for recommendation to the Cabinet

5. Housing Strategy 17 - 24

This report outlines the key themes for a TMBC Housing Strategy and seeks approval of an updated project plan.

6. Community Development Work in the Trench Ward of Tonbridge 25 - 28

The report provides an update on the proposed Community Development Worker for Trench and seeks endorsement for two-year grant funding.

Matters submitted for Information

7. Housing Service Activity Report 29 - 46

This report provides updates on the activity of the Housing Service for 2020/21 including a capital plan review for an IT system implemented within the Housing Solutions team.

8. Stock Condition Modelling Update 47 - 52

This report updates Members on the private sector stock condition modelling exercise undertaken by the Building Research Establishment (BRE).

9. Urgent Items 53 - 54

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

Matters for consideration in Private

10. Exclusion of Press and Public 55 - 56

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

PART 2 - PRIVATE

Matters for recommendation to the Cabinet

11. Leybourne Lakes Country Park - Future Management and Facility Development 57 - 120

The report provides details of the Leisure Trust's Business Plan and financial proposal for the future management of Leybourne Lakes Country Park (LLCP) and the outcome of Cost Certainty in relation to the proposed new lakeside facility.

12. Urgent Items 121 - 122

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

MEMBERSHIP

To be advised following the meeting of Council on 13 July 2021

Measures under which all meetings of the Council will be conducted after 7 May 2021 to comply with coronavirus regulations and/or guidance in place at the time.

As it is necessary to maintain social distancing to limit the spread of infection the way meetings are conducted will change. This page summarises the process. If you have any questions, please contact Democratic Services via the contact details provided on the agenda.

Attending Meetings

- All meetings of the Council will be held in the Council Chamber, Gibson Drive, Kings Hill until social distancing requirements are no longer necessary.
- To help contain the virus, Members of the public (including anyone exercising a right to speak e.g. at an Area Planning Committee) are encouraged to participate remotely via MS Teams if possible.
- Meetings will also be live streamed via our [YouTube channel](#) to minimise the need for the public to attend in person.
- Any members of the public wishing to attend in person at the Gibson Building can view proceedings via video link in the Committee Room (maximum capacity of 10).
- Prior notification on a “first come first served” basis for entry to the Committee Room will be adopted. Anyone wishing to ‘reserve’ a place in the Committee Room should contact committee.service@tmbc.gov.uk
- Public speakers for planning committees will be hosted in a separate area and escorted into the Council Chamber for their allocated time. There will be a limit on the number of public speakers at planning committees due to capacity issues arising from social distancing guidelines.
- Public speakers are asked to remain standing to address the Committee to avoid having to clean or change seats between speakers.
- Staff will be available to escort public speakers into the meeting room and to manage any crowd control issues.
- Doors and windows will remain open throughout all meetings to ensure circulation of fresh air. Attendees are advised to dress appropriately.
- All participants are required to wear face coverings when not speaking at meetings.
- Hand sanitiser will be available at entrances.
- All attendees must have the NHS Test and Trace app and scan the QR code at the entrance to the building/meeting room if they wish to participate. Contact details will be requested on arrival for those who do not have the app.
- The toilet facilities at Gibson Building will be open but may be used by only one person at a time.
- Car parking: Attendees are asked to leave a parking space free between vehicles.
- Refreshments will not be available, and all participants are advised to bring their own water or other refreshments.

Anyone with covid symptoms should not come to the Council offices.

Thank you for your assistance.

This page is intentionally left blank

Apologies for absence

This page is intentionally left blank

Declarations of interest

This page is intentionally left blank

TONBRIDGE AND MALLING BOROUGH COUNCIL

COMMUNITIES AND HOUSING ADVISORY BOARD

Tuesday, 25th May, 2021

Present: Cllr Miss G E Thomas (Chairman), Cllr Mrs R F Lettington (Vice-Chairman), Cllr R W Dalton, Cllr F A Hoskins, Cllr S A Hudson, Cllr K King, Cllr L J O'Toole, Cllr W E Palmer and Cllr Mrs M Tatton

(Note: As Councillors Mrs Anderson, Bell, Botten and Hickmott were unable to attend in person and participated via MS Teams they were unable to vote on any matters).

Councillors R P Betts, M D Boughton, V M C Branson, G C Bridge, M A Coffin, N J Heslop, M A J Hood, Mrs F A Kemp, D Lettington, P J Montague, Mrs A S Oakley, M R Rhodes, H S Rogers, R V Roud and J L Sergison participated via MS Teams and joined the discussion when invited by the Chairman in accordance with Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Mrs P A Bates, N Foyle and D Thornewell

PART 1 - PUBLIC

CH 21/10 DECLARATIONS OF INTEREST

There were no declarations of interest made in accordance with the Code of Conduct.

CH 21/11 MINUTES

RESOLVED: That the notes of the meeting of the Communities and Housing Advisory Board held on 16 February 2021 be approved as a correct record and signed by the Chairman.

MATTERS FOR RECOMMENDATION TO THE CABINET

CH 21/12 PROVISION OF ELECTRIC VEHICLE CHARGING POINTS

Proposals for a phased approach for the provision of Electric Vehicle Charging Points in the Borough Council's car parks were outlined.

It was reported that the proposals would support the Borough Council's aspiration to be carbon neutral by 2030 and providing the infrastructure to support electric vehicles would be instrumental in facilitating the change to greener vehicles. The Borough Council had committed to provide electric charging points across the borough as part of the Climate Change Strategy.

A summary of the advantages and disadvantages of a number of options to consider was attached at Annex 1. In addition, a desktop assessment of the Borough Council's car parks undertaken by UK Power Networks was attached at Annex 2.

It was also proposed that the charging points be procured directly via the Kent Commercial Services Framework Y21002 and progressed as soon as possible. Particular reference was made to the financial implications and it was reported that the cost of the provision of the chargers was estimated at £120,000. This would be met through a combination of the successful supplier, government grants and a contribution estimated at £40,000 from the Borough Council's own resource. The Kent Business Rates Pool monies held in the Business Rates Retention Scheme reserve had been identified as a potential funding stream, subject to County Council approval.

RECOMMENDED: That

- (1) the provision of electric charging points in Borough Council car parks across the borough be progressed in accordance with the phased approach outlined in the report;
- (2) subject to an exemption from Contract Procedure Rules (to be sought from the relevant Statutory Officers), the phase one charging points be procured through the Kent Commercial Services Framework Y21002;
- (3) the phase two charging points be procured through the Kent County Council joint procurement exercise;
- (4) the phase one project be added to the Capital Plan List A for implementation in 2021/22;
- (5) the Borough Council's contribution of £40,000 is met, subject to Kent County Council approval, from Kent Business Rates Pool monies held in the Business Rates Retention Scheme reserve; and
- (6) the budget growth of £12,000 and its impact on the Borough Council's savings target be noted.

***Referred to Council**

CH 21/13 MOBILE HOMES (REQUIREMENT FOR MANAGER OF SITE TO BE FIT AND PROPER PERSON) (ENGLAND) REGULATIONS 2020

The report of the Director of Planning, Housing and Environmental Health recommended the charging of an application fee for the Borough Council's function to determine if a manager of a mobile home/caravan/park home site was a fit and proper person to manage

the site under the Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020.

The purpose of the Regulations was to improve the standards of management of permanent residential sites that were operated on a commercial basis and only applied to relevant protected sites.

The total fee for processing an application to be included on the fit and proper person register would be set at £235 and would be reviewed annually in line with other caravan site licensing fees. Currently, there was no requirement to introduce an annual fee for monitoring conditions attached to entries on the Fit and Proper register given the low number of caravan sites within the borough.

RECOMMENDED: That the charging of a fee of £235 for the processing of an application to determine if the site owner/caravan site licence holder, or the person appointed by them to manage the relevant protected site, was a fit and proper person to do so and be placed on the register of fit and proper persons be endorsed.

***Referred to Council**

CH 21/14 POLICY ON THE USE OF THE COUNCIL'S OPEN SPACES

The report of the Director of Central Services and the Director of Street Scene, Leisure and Technical Services set out proposals for a Policy on the Use of the Council's Open Spaces and explained how applications would be assessed.

There had been an increased level of interest about using open spaces as a result of the coronavirus pandemic, which had identified a need for an overarching policy on how applications would be assessed and managed.

The Policy also introduced an administration fee for processing applications, set out a proposed charging structure and the criteria against which a charge would be assessed.

Members supported the introduction of a Policy on the Use of Open Spaces to offer clarity to potential users. However, it was felt that evidence of professional qualifications for certain activities should be part of the assessment criteria to provide reassurance. In addition, Members felt that an annual fee schedule for regular activities would be beneficial.

RECOMMENDED: That

- (1) the Policy on the Use of the Council's Open Spaces (attached at Annex 1) be adopted, subject to consideration of:

- there being a requirement for membership of a relevant professional association for certain activities, including professional dog walking;
- (2) administration fees and charges are introduced as detailed in the Policy, subject to consideration of
- an annual fee schedule for regular activities being outlined
- (3) delegated authority be granted to the Cabinet Members for Finance, Innovation and Property and Community Services to consider and determine appeals; and
- (4) delegated authority be granted to the Cabinet Members for Finance, Innovation and Property and Community Services to determine fees and charges in exceptional circumstances.

***Referred to Council**

CH 21/15 HOUSING FUNDING UPDATE

(Decision Notice D210054MEM)

Members were provided with an update on funding for homelessness functions over 2020/21 and into 2021/22. Proposals to utilise additional Homeless Prevention Grant funding received in 2021/22 were also clarified.

RECOMMENDED: That

- (1) the additional £133,979 unbudgeted Homeless Support Grant be built into the Homelessness Reserve budget and:
- (i) £75,342 used to fund a temporary 2 year fixed term contracted post at Scale 6, which had Management Team support; and
 - (ii) the remaining £63,638 additional funding be utilised to offset the Borough Council's temporary accommodation costs.

CH 21/16 TEMPORARY ACCOMMODATION UPDATE

(Decision Notice D210055MEM)

The report provided an update on a number of areas related to temporary accommodation, including proposals to extend the pilot Landlord Incentive Scheme, the progress of the Pembury Road project and a proposed approach to future property opportunities.

RECOMMENDED: That

- (1) the pilot Landlord Incentive Scheme be extended for an additional 6 months (as set out in 1.3.4 of the report);
- (2) the progress on the Pembury Road temporary accommodation project be noted and the proposed Member engagement approach (as set out in 1.4.3 of the report) be endorsed; and
- (3) the proposed approach to future temporary accommodation related property opportunities, as outlined in the report, be endorsed and that it be noted that these proposals would form part of a wider report to the Finance, Innovation and Property Advisory Board in due course.

CH 21/17 DOMESTIC ABUSE

(Decision Notice D210056MEM)

The report provided an update on the new Domestic Abuse Act and the new duties for local authorities, including Tonbridge and Malling Borough Council. There was also a recommendation on the use of the new burdens funding attached to this legislation.

Reference was made to the requirement to appoint a multi-agency Local Partnership Board to support local authorities in performing certain specified functions and assessing the need for accommodation based support for all victims and their children, including cross border support. Kent County Council would be responsible for establishing the Local Partnership Board and undertaking a needs assessment across the county. The Borough Council were required to co-operate as far as was reasonably practicable and would have two representatives on the Local Partnership Board.

RECOMMENDED: That

- (1) appropriate expenditure of the allocated new burdens funding (£34,242) be authorised by the Director of Planning, Housing and Environmental Health, in consultation with the Cabinet Member for Housing and the Cabinet Member for Community Services, once the domestic abuse needs assessment had been completed across Kent and further information was known.

CH 21/18 COMMUNITY SAFETY PARTNERSHIP

(Decision Notice D210057MEM)

Members received the Community Safety Partnership Plan 2021-22 (attached at Annex 1) which detailed initiatives carried out during the previous year and priorities for the forthcoming year.

RECOMMENDED: That the Community Safety Partnership Panel 2021/22 (as set out in Annex 1) be supported and endorsed

CH 21/19 TONBRIDGE AND MALLING ANTI-SOCIAL BEHAVIOUR POLICY

(Decision Notice D210058MEM)

The report presented an updated Anti-Social Behaviour Policy (Annex 1) which advised people reporting incidents what to expect from the Borough Council. An Operational Procedure (Annex 2) was also presented for consideration.

Members were reminded that tackling anti-social behaviour remained a key priority for Tonbridge and Malling.

RECOMMENDED: That

- (1) the Anti-Social Behaviour Policy, as set out at Annex 1, be supported and endorsed; and
- (2) the Anti-Social Behaviour Operational Procedure, as set out at Annex 2, be supported and endorsed.

MATTERS SUBMITTED FOR INFORMATION

CH 21/20 COMMUNITY SAFETY PARTNERSHIP UPDATE

The report of the Director of Central Services and Deputy Chief Executive providing an update on the recent work of the Community Safety Partnership was noted.

MATTERS FOR CONSIDERATION IN PRIVATE

CH 21/21 EXCLUSION OF PRESS AND PUBLIC

There were no items considered in private.

The meeting ended at 9.50 pm

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

20 July 2021

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 HOUSING STRATEGY

This report outlines the key themes for a TMBC Housing Strategy and an updated project plan for members review and approval.

1.1 Background

1.1.1 The West Kent Housing and Homelessness Strategy 2016-2021 is a joint strategy in partnership with Sevenoaks District Council and Tunbridge Wells Borough Council. The Strategy has four ambitions to deliver its vision “To increase the availability of good quality affordable homes for purchase and rent whilst reducing homelessness and contributing to building the West Kent economy. We want our residents to live in safe, good quality homes that meet their needs”:

- Ambition 1 – Improving the availability of housing for all and preventing homelessness
- Ambition 2 – Improving housing supply
- Ambition 3 – Improving the standard of housing
- Ambition 4 – Improving the health and wellbeing of our residents.

1.1.2 Sevenoaks District Council published their own Housing Strategy ‘Wellbeing Starts at Home’ in 2017, and Tunbridge Wells intend to have their own local housing strategy too.

1.2 Tonbridge and Malling Housing Strategy

1.2.1 Having our own housing strategy will give the opportunity to establish our housing priorities, plan for meeting current and future need and govern the effective delivery of housing related services. A Strategy will also mean we develop an action plan and can monitor delivery against priorities and targets.

1.2.2 The Housing Strategy will be an overarching document setting TMBC’s priorities and approach to housing. Officers have an ongoing programme of updating and developing a range of policies and procedures to deliver on strategic objectives.

- 1.2.3 TMBC will continue to work with local authority partners including Sevenoaks District Council and Tunbridge Wells Borough Council through joint projects.
- 1.2.4 Members endorsed a project plan for a TMBC Housing Strategy in February 2020, **Annex 1** shows an updated project plan with revised timescales. An important element of this is engagement, with staff and partner organisations but also with Members. Officers intend to run a set of workshops between August and October this year to expand on the themes below and gather detailed Member feedback.
- 1.2.5 The vision along with priorities and ambitions for the Housing Strategy are yet to be explored and agreed. The content of the Housing Strategy will cover the following key areas of work and issues:
- **Increasing housing supply:** building the right homes in the right places which people can afford and want to live in
 - **Preventing and tackling homelessness and rough sleeping**
 - **Existing homes:** improving quality, standards and conditions, and making best use of existing homes
 - **Specialist and supported housing**
 - **Promoting health and wellbeing through housing**
 - **Strong and inclusive communities** where people want to live and supporting vulnerable people
 - **Building strong partnerships** to work innovatively and maximise resources.
- 1.2.6 The Housing Strategy has a different policy responsibility to the Local Plan but will work in tandem, with the Strategy and Affordable Housing Delivery Statement giving additional housing related information to the planning policy framework and requirements of the Local Plan.

1.3 Legal Implications

- 1.3.1 The Strategy will be produced in pursuit of the delivery of our mandatory and statutory functions under the Housing Acts.
- 1.3.2 There is a requirement for TMBC to have a Homelessness Strategy and a Rough Sleeper Strategy; these elements will be incorporated into the Housing Strategy.

1.4 Financial and Value for Money Considerations

- 1.4.1 Most of the work required to produce a Housing Strategy is intended to be delivered in house. Where specific pieces of work are required, these will be built into budget processes, as the Housing Needs research was in the 2019/20 budget.

- 1.4.2 Having a robust Housing Strategy in place that focusses on local need can help with future funding opportunities.

1.5 Risk Assessment

- 1.5.1 Not having an up-to-date Strategy could put TMBC at risk of challenge particularly in the case of Homelessness and Rough Sleeping.

1.6 Equality Impact Assessment

- 1.6.1 An EqIA will be undertaken to accompany the production of the strategy document and presented to Members with the draft Strategy.
- 1.6.2 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.7 Policy Considerations

- 1.7.1 Communications – the Housing Strategy will reflect the requirements of the Corporate Communications Guidelines.
- 1.7.2 Equalities/Diversity – an EqIA will help us consider how this policy applies to the Housing Strategy work.
- 1.7.3 A policy and procedure programme will ensure all necessary policies and supporting documents are updated or developed to deliver the strategic objectives of the Strategy.
- 1.7.4 Having a Housing Strategy is likely to have a positive impact on delivering aims of existing policies such as:

Healthy Lifestyles

Health and Safety

Climate Change

1.8 Recommendations

- 1.8.1 It is **RECOMMENDED** that Members ENDORSE the key areas of work for the forthcoming Housing Strategy and **APPROVE** the Housing Strategy Project Plan [Annex 1].

The Director of Planning, Housing and Environmental Health confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and policy Framework.

Background papers:

contact: Gillian Aylett

Nil

Eleanor Hoyle
Director of Planning, Housing and Environmental Health

Housing Strategy Project Plan

Statement of purpose

A Housing Strategy for Tonbridge and Malling will set out the Council's priorities and approach to housing in the Borough. Legislative and policy changes have created a challenging housing context to which we need to respond appropriately for our level of need and changing demand profile. Adopting a Strategy will help shape our strategic response to focus limited resources efficiently and establish priorities in a local context.

Background

The current West Kent Housing and Homelessness Strategy runs until this year (2016-2021), members agreed in February 2020 that TMBC would develop it's own Housing Strategy for the next period of strategic planning.

Project Team

Project sponsor: Director of Planning, Housing and Environmental Health

Project manager: Housing Strategy & Enabling Manager

Project Team
Housing Strategy & Enabling Manager
Head of Housing and Health
Housing Improvement Manager
Housing Solutions Manager
Planning Policy rep.
Legal rep.
Finance rep.

Objectives/outcomes

A Housing Strategy will:

- Establish priorities and target resources
- Provide broad strategic framework for delivery of housing functions and services
- Outline actions to deliver the objectives of the Strategy: an action plan will shape a programme of policy and project work
- Be informed by the Housing Needs research commissioned by the Council.
- Be informed by the House Condition Stock Modelling commissioned by the Council.

The Housing Team will have a programme of policies to support delivery of the strategy, covering the following areas:

- Homelessness prevention and assistance
- Temporary Accommodation
- Housing Allocations Scheme

- Private sector
- Affordable Housing delivery and partnership working.

Expected benefits

Benefit	Measure
Clear strategic plan relating to housing	Strategy published by an agreed date, in plain English and easy to access
Local focus from a Housing Strategy for TMBC	Utilise findings of the Housing Needs Survey and stock condition modelling to inform the Strategy
Strategic context for future funding bids	Successful funding bids

Equality and Diversity Implications

An EqIA will be required for the Housing Strategy to assess potential impacts on residents in protected characteristic groups.

Milestones

Task	Who	When
Planning		
Equality Impact Assessment	Housing Strategy & Enabling Manager	March 2020
Project Plan approved	CHAB	Feb 2020
Revised Project Plan	CHAB	July 2021
Equality Impact Assessment review	Housing Strategy & Enabling Manager	July 2021
Research & drafting		
Housing Needs Research – analysis & data	Arc ⁴	July – Sept 2021
Research and staff engagement	Housing Strategy & Enabling Manager	July-Sept 2021
Member engagement via workshops	Housing Strategy & Enabling Manager	August – October 2021
Draft Strategy & take to members for endorsement (ahead of public consultation)	Project team	CHAB Nov 2021
Public consultation and stakeholder engagement	Housing Strategy & Enabling Manager	Nov 2021-Jan 2022
Finalise Strategy	Project team, Housing Strategy & Enabling Manager lead	Jan 2022
Approval		
Communities and Housing Advisory Board – for endorsement	Housing Strategy & Enabling Manager	Feb 2022
Cabinet – for approval	Housing Strategy & Enabling Manager	March 2022
Implementation		

Housing Strategy Project Plan

Communications – members and staff	Housing Strategy & Enabling Manager and Media team	Spring 2022
Publication & update website	Housing Strategy & Enabling Manager	Spring 2022
Policy plan (to deliver all housing policies by end of 2022)	Project team	Feb 2022
Planned finish date: Spring 2022		

This page is intentionally left blank

**TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD**

20 July 2021

Report of the Chief Executive

Part 1- Public

Matters for Recommendation to Cabinet - Non-Key Decision (Decision may be taken by the Cabinet Member)

1 COMMUNITY DEVELOPMENT WORK IN THE TRENCH WARD OF TONBRIDGE

To provide an update on the proposed Community Development Worker for Trench and to seek endorsement for two-year grant funding.

1.1 Background

- 1.1.1 For several years the Council has funded a contractor to deliver part time community work in both the Trench area of Tonbridge and in East Malling (£7,500 per year, for each area). Ongoing community development work which is focussed on our more deprived communities is a vital part of the Council's agenda, with strong links to our health improvement programmes, welfare initiatives and community safety partnership. Having independent community workers within the communities has worked well and will be even more important as restrictions ease and we recover from the effects of the pandemic.
- 1.1.2 In 2020 the existing contractor in Trench no longer wanted to continue and the decision was made to temporarily suspend appointing another contractor as community outreach work was difficult during the pandemic.
- 1.1.3 As we hopefully return to normality, the need to deliver community initiatives and provide support for Trench residents has been raised by partners in the TN10 Partnership Group. Both Clarion Housing and Tonbridge Baptist Church (TBC) have asked for the Community Development Worker position to be reinstated. Clarion Futures have offered to match fund the £7,500 per year from the Council to deliver this support and TBC will be able to support the post, being the overall "employer" providing office space, line management and funding of £3,750 per year. This would be fixed for a two-year period.
- 1.1.4 There is already a significant amount of community outreach (including the food bank) operating from TBC. The Community Development Worker will be able to link in with this work, but also work with other partners and charities in the area. Outreach work, away from the Church will be undertaken, linking with other

partners on the TN10 group as well as other organisations such as the Angel Football Club. It is recognised that “one size doesn’t fit all” when delivering community support, so the Community Development Worker will engage with residents and seek to support individuals in the most appropriate way for them.

1.2 Legal Implications

- 1.2.1 This would be a different arrangement than our previous “Contract for Services”, which was in place for the Community Development Worker. TBC would be the employer and we would pay a grant to TBC with a Service Level Agreement, which would be set at £7,500 per year for a two-year term. The SLA would be agreed by all three parties (TMBC, Clarion and TBC).

1.3 Financial and Value for Money Considerations

- 1.3.1 This is not growth to the Council budget, but it will be a commitment for a two-year period.

1.4 Risk Assessment

- 1.4.1 N/A

1.5 Equality Impact Assessment

- 1.5.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

1.6 Policy Considerations

- 1.6.1 Community
1.6.2 Crime & Disorder Reduction
1.6.3 Healthy Lifestyles

1.7 Recommendations

- 1.7.1 That Members **NOTE** the arrangements for the proposed Community Development Worker for Trench, and;
1.7.2 That Members **ENDORSE** the grant funding of £7,500 per year, for two years, to be paid to Tonbridge Baptist Church.

The Chief Executive confirms that the proposals contained in the recommendation(s), if approved, will fall within the Council's Budget and Policy Framework.

Background papers:

contact: Gill Fox

Nil

Julie Beilby
Chief Executive

This page is intentionally left blank

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

20 July 2021

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 HOUSING SERVICE ACTIVITY REPORT

This report updates Members on the activity of the Housing Service for 2020/21 including a capital plan review for an IT system implemented within the Housing Solutions team.

1.1 Housing Solutions Activity

1.1.1 This section of the report covers activity within the Housing Solutions Service, which covers the areas of Homelessness and the Housing Register, for the period April 2020 – March 2021.

1.1.2 A key achievement for the service, was the efficient response to the Covid crisis with minimum disruption to the service for applicants. Despite the challenges faced, and the constant reacting to change resulting from the pandemic, particularly to Government Legislative and Policy Changes in the initial stages of the crisis, the service was able to maintain its offer to those households who approached as homeless, and for assistance with the housing register, virtually, and continue to meet the Councils statutory duties in relation to these functions.

1.1.3 As well as the continuation of the day-to-day delivery of the service, there were also the challenges of dealing with those who were rough sleeping on the streets and the call at the end of March 2020 by Dame Louise Casey to bring Everyone In. The year ended with Rough Sleepers being made a priority group for the vaccination and this involved us working with key partners with the aim of ensuring all those who we had remaining in were registered with a GP and then had access to a vaccine if they chose to have it and the mobilisation of this group to achieve this.

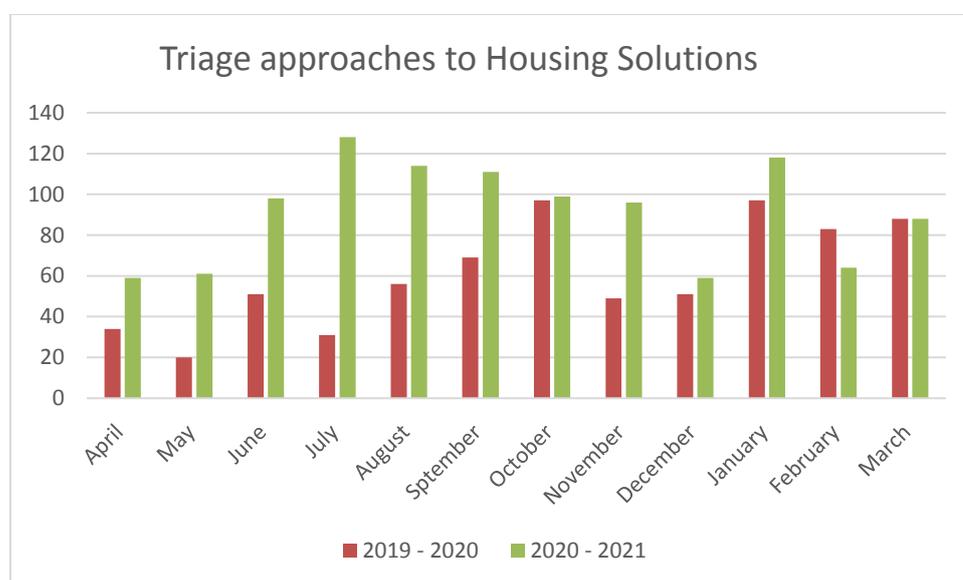
1.1.4 During the year a restructure was also completed, and the Housing Options and Support Service has been renamed the Housing Solutions Service.

Access to the Housing Solutions Service

1.1.5 This section looks at access to the service and first point of contact for the Homelessness element of the service.

1.1.6 Regardless of the outcomes of the approach, this section looks at the footfall into Housing Solutions. This is captured as all applicants who have a homeless issue is asked to complete our online triage form. The triage role reported as being implemented and fully embedded in the service in the last activity report for 2019 – 2020 continues to operate, and the Officers role has been remodelled to not only focus on the first point of contact, but what can also be done on approach to try and prevent or relieve homelessness. In 2019 – 2020 we had 726 approaches to the service, and in 2020 – 2021 this went up to 1095, an increase of 50%. Households triaged by month are shown in figure 1 below. Approaches for this year increased most months, the only exception being February 2021. Replicating last year, the numbers decreased most in December.

Figure 1 – Approaches to the Homeless Service



1.1.7 However, we also have a generic Housing Service email inbox, which continues to be utilised by those who require housing or housing register advice. To capture this additional demand emails to the generic Housing Services inbox have been captured. This information was only captured from October 2019 and for the last 6 months of 2019 – 2020 the service received 4716 emails. For the year 2020 – 2021 the service received 11,955 emails into this inbox over the 12-month period.

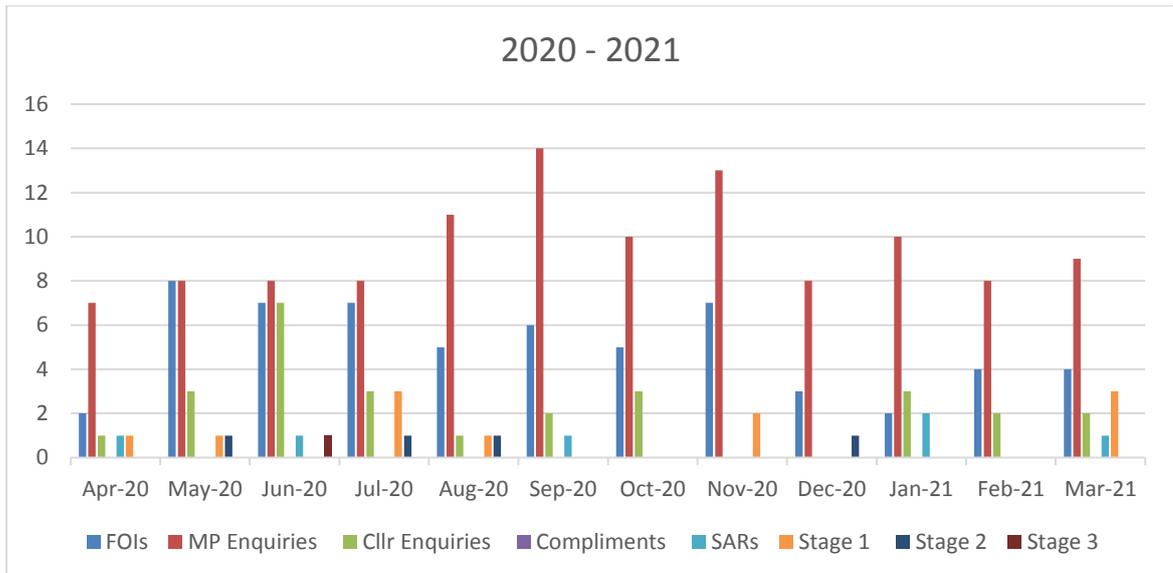
1.1.8 Being a front-line service, it is inevitable that the service receives several additional requests. This includes MP and Councillor Enquiries, Freedom of Information requests, as well as Complaints. The table below sets out how many of each were received over the year, and the previous year, into the Housing Solutions Service. Figure 2 graph shows that the service deals mainly with MP enquiries. However, despite the challenges of Covid, we received fewer Stage 1 complaints into the service this year, and the trend continues that when we receive stage 1 complaints a small number of these go on to become stage 2 and for the 2020 – 2021 we received only one stage 3 complaint, which suggests that taking the approach of speaking to those who submit complaints early on, may

prevent them from going further and ultimately to the Ombudsman. Enquires did not lessen during December as per the previous year.

Table 1 – Total number of enquiries and complaints to the service

Enquiry type	2019 – 2020	2020 - 2021
FOIs	59	59
MP Enquiries	83	114
Cllr Enquiries	4	27
Compliments	1	0
SARs	3	6
Stage 1	15	11
Stage 2	4	4
Stage 3	0	1
Total	169	222

Figure 2 – Enquires by type and month



1.1.9 In addition, the service received 33 requests for reviews of Part VI applications. This is a reduction of 14 on the previous year. Of these 19 have been concluded with 5 upheld, 5 overturned and 3 others (withdrawn) and 4 being rehousing before the review was completed, 1 application was removed, and one case was closed. 14 are still in progress as there is a backlog due to the additional demands placed on housing during the early stages of the Covid 19 Pandemic and the many changes that were ongoing.

Homeless Applications

1.1.10 1267 cases were opened during the year, compared to 1029 the previous year, which is a 23% increase. This was all case types including advice and

assistance, prevention and relief, and acceptance of the main housing duty. Of these 92 households were prevented from becoming homeless, which was a decrease on the previous year (where 129 cases were prevented) and 213 had their homelessness relieved, (an increase on the previous year from 186). This evidences that households seemed to be approaching at a later stage once the opportunities for preventing their homelessness had passed, and in part due to Everyone in, where we accommodated those who were rough sleeping, and or who might have rough slept had we not made accommodation available, and we accepted a relief duty to them. We made a s184 decision on 96 households of which 65 were accepted as homeless and we owed them the main housing duty, 4 not homeless decisions, 26 were not considered to be in priority need and 1 intentionally homeless household.

Temporary Accommodation

1.1.11 The Council has seen a continued increase in numbers accessing Emergency and Temporary Accommodation (TA). In our last report we advised that as of 31 March 2020 there were 95 households accommodated by the Council and advised that this figure included all those who we had accommodated under our winter provision and who had their stays extended, due to the “Everyone in” announcement made by Dame Louise Casey on 27 March 2020. The continuation of this drive to move rough sleepers from the streets and to prevent new rough sleepers meant that we accommodated further households over the year under a power rather than any duty and we also continued to accommodate those who approached who we had reason to believe were eligible, homeless and had a priority need. On the 31 March 2021 we had 130 in TA and this is an increase of 35 households from the previous year.

Rough Sleepers

1.1.12 The Council undertook its annual Rough Sleeper Estimate on the night of Tuesday 24 November 2020 into the morning of Wednesday 25 November 2020. Table 2 shows the figures for the last 4 years, including the 2020 estimate which saw numbers remain the same as the previous year.

Table 2 – Annual Rough Sleeper snapshot

Year	Number
2017	8
2018	12
2019	6
2020	6

- 1.1.13 Despite the efforts around everyone in there remains 2 very entrenched rough sleepers in the district, who, despite ongoing attempts to accommodate and an open-ended offer of accommodation should either of them wish to come in, remain on the streets. However, over the course of 2020 – 2021, the outreach service, navigators, Housing First Support Worker and the Complex Needs Care Nurse made regular outreach visits to them to check on their health and wellbeing, check them for any signs of Covid and generally offered support.
- 1.1.14 The Council triggered SWEP on 6 separate occasions during the October 2020 – March 2021 period and had this active for a total of 52 nights. Over this period the Council provided accommodation to 19 unique individuals.
- 1.1.15 In 2019 – 2020 as reported in last year’s report we accommodated 17 Rough Sleepers through the extended winter provision. This provision was due to end on 31 March 2020, however due to the Covid 19 situation, Dame Louise Casey announced on 27 March 2020 that all Rough Sleepers should be placed in accommodation to help prevent them from contracting the virus. Given this announcement these placements were extended beyond this date. The council went on to accommodate an additional 38 unique households who at the start of the pandemic were either rough sleeping or at risk of rough sleeping with the threshold being very low. However, as the crisis went on, the requirement was put in place that any Rough Sleepers had to be verified as rough sleeping to be offered any accommodation. Verification was based on the definition of Rough Sleeping set out by MHCLG and the one that is used for the annual count.
- 1.1.16 27 of these households had been rehoused at the end of the period into differing sorts of accommodation, including supported, social housing and private rented tenancies
- 1.1.17 As reported in the last Activity Report, we had been successful in securing Year 3 Rough Sleeper Initiative (RSI) funding from the Ministry of Housing, Communities and Local Government (MHCLG) and this allowed us to extend out Housing First Project from 3 to 7 units. By the end of the financial year all 7 units were filled, with no evictions to date and all of those who have been placed are sustaining successful tenancies.
- 1.1.18 However, we were also the lead authority for several other projects funded via RSI monies across West Kent, the supported lettings project, which is delivered via Look Ahead, Complex Needs Navigators delivered by Porchlight and we also secured funding for a Young Persons Navigator.
- 1.1.19 Tunbridge Wells included in their bid to MHCLG provision for a Rough Sleeper Co-ordinator, for them and Tonbridge and Malling and we successfully recruited to this role and now share this.
- 1.1.20 The second bid which Tonbridge and Malling were part of, with Tunbridge Wells, Sevenoaks and Maidstone was for a Complex Care Needs Nurse and 2 Mental

Health Workers to work with those who are Rough Sleeping and those in temporary accommodation.

- 1.1.21 Below is a table which sets out total funding Tonbridge and Malling Borough Council has received from the RSI funding, to date from MHCLG to assist with Rough Sleeping in the district.

Table 3 – total funding from MHCLG to prevent Rough Sleeping in the district

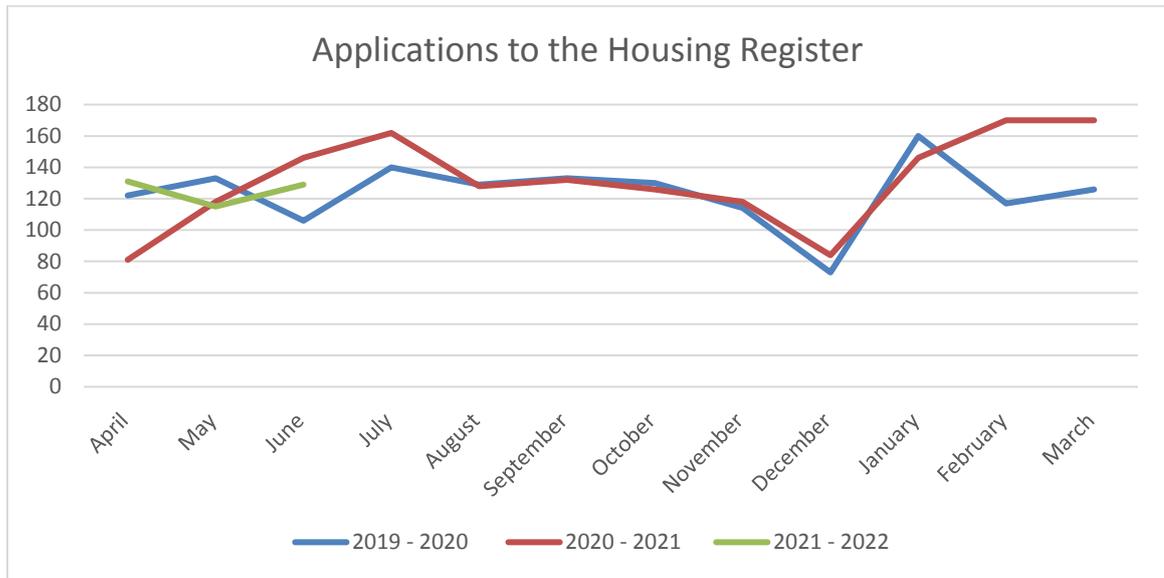
Year	Amount
Year 2	£245,901
Year 3	£164,520
Year 4	£330,500
Total for 3 years	£740,921

- 1.1.22 The RSI funded service along with the Outreach Service for Tonbridge and Malling which is contracted by Kent County Council, means that we can react quickly to any reports of Rough Sleepers, and ensure that they have the support required to move them away from the street and find settled and sustainable housing.

Allocations

- 1.1.23 Applications to the Housing Register are largely online. Figure 4 shows the number of applications submitted to the housing register by month online. There was an increase in applications over the summer in 2020 from the previous year, and then similarly there was a dip around December 2020, but there has been a marked increase in applications since January 2021.

Figure 3 – Applications to the Housing Register



1.1.24 As of 31 March 2021, there were 1170 live applications on the housing register, a decrease from March 2020 when there were 1242 live applications on the housing register, and March 2019 when there were 1222 live applications on the housing register. The following graph shows the number of housing register applications as a snapshot on the last day of each month.

1.1.25 As of the 31 March 2020 the numbers of live applications by band were as set out in table 4

Table 4 – Applications broken down by Band

Band	Number as of 31 March 2019	Number as of 31 March 2020	Number as of 31 March 2021
Band A	34	33	23
Band B	614	639	608
Band C	340	351	364
Band D	188	197	175

1.1.26 The number of applications by month is broken down by bedroom need in table 5 below

Table 5 Applications by bedroom need

Month	1 bed	2 Bed	3 Bed	4+ Bed
Apr -20	641	338	179	86
May - 20	651	339	185	86
Jun - 20	641	345	188	86
Jul - 20	634	344	184	90
Aug - 20	632	336	190	89
Sep - 20	631	335	187	89
Oct - 20	611	326	182	85
Nov - 20	607	334	186	88
Dec - 20	608	324	183	89
Jan - 21	595	319	184	89
Feb - 21	590	313	182	88
Mar - 21	584	312	184	91

1.1.27 Table 6 shows accommodation type and the number of lets for that property type for the period and compares this to the last year. It also shows average wait for a particular property type.

1.1.28 In 2019 – 2020 there were 317 homes for let and in 2020 – 2021 this reduced to 258. Average waiting times for all property types increased, meaning that people are waiting longer for an offer of social housing.

Table 6 – Lets and average waiting times

Accommodation Type	No. of Lets		Average wait	
	2019 - 2020	2020 – 2021	2019 - 2020	2020 – 2021
Sheltered accomm.	21	22	8 months	15 months
Studio general needs	1	2	10 weeks	3 years
1-bed general needs	92	86	16 months	20 months
2-bed flat or maisonette	80	71	11 months	18 months
2-bed house	53	31	19 months	21 months
3-bed flat or maisonette	3	1	12 months	17 months
3-bed house	64	43	15 months	26 months
4-bed	3	2	30 months	34 months

Syrian Vulnerable Persons Resettlement Scheme

- 1.1.29 Following us to agreeing to an additional 2 families taking our total to 12 families in the district which had just been agreed ahead of the last activity report, the UK resettlement Scheme was put on hold due to the Covid Crisis and no families were allowed to come to the UK for most of the last year, therefore our number remained at 9 for most of the year.
- 1.1.30 However, the scheme began again at the start of the 2021 and we have since welcomed 2 new families into the district, one in January and one in February.
- 1.1.31 The first family to arrive, whose 5 years of support was due to end in April 2021 moved away from the area in early April and as such we now have 10 families in the district.
- 1.1.32 There are currently 4 families identified who are in refugee camps who are ready to come, and should any homes become available, then we will work with Kent County Council, Clarion and Tonbridge Welcomes Refugees to take us to our quota of 12.
- 1.1.33 The Council continues to support the monthly meetings with all partners involved on the scheme, KCC, Clarion and Tonbridge Welcomes Refugees and this gives partners an opportunity to get updates on families, developments on the scheme and any other relevant information.

1.2 Housing Improvement Team Activity

- 1.2.1 The Housing Improvement Team responded to a total of 164 service requests for the year April 2020 to March 2021. The breakdown of the service requests are shown below:

Service request activity	Number of requests
Housing conditions	97
Illegal eviction/ landlord harassment	5
Caravan site	2
Empty homes	6
Immigration	0
Rent deposit	19
HMO enquiries	15
Public health funerals	7
Hospital Discharge Scheme	11
One You	2

Total	164
--------------	------------

- 1.2.2 The majority of the housing condition related service requests were dealt with informally but where there were significant hazards, as determined by the Housing Health and Safety Rating System (HHSRS) assessment, and the landlord was not undertaking the appropriate remedial works, then formal enforcement action was taken.
- 1.2.3 As a result one landlord was served Improvement Notices under s.11 and s.12 Housing Act 2004 to undertake repairs to remedy excess cold, fire, damp and mould hazards and to make improvements to reduce a category 2 hazard relating to falling on level surfaces.
- 1.2.4 An owner of an empty property was served a notice under s.29 Local Government (Miscellaneous Provisions) Act 1982 requiring them to make the property secure. The owner did not comply therefore the Council carried out these works in default and recharged the owner for them.
- 1.2.5 Two new house in multiple occupation (HMO) licences were issued and one HMO licence renewed.
- 1.2.6 One caravan site licence was transferred to a new owner and nil new caravan site licences issued.
- 1.2.7 For the period April 2020 to March 2021 a total of £728,435 was spent on mandatory Disabled Facilities Grants (DFGs) and 90 DFG cases were completed.
- 1.2.8 Those completed cases were for the following works:
- Access to bedroom – 2 cases
 - Provision of ground floor bedroom/bathroom facilities – 3 cases
 - Provision of a stair lift or through floor lift – 16 cases
 - Provision of a kitchen – 1 case
 - Provision of level access shower facilities, wet room or bathroom adaptations – 45 cases
 - Over bath shower – 1 case
 - Improving access – 18 cases
 - Provision of a hard standing – 2 case
 - Safety related works – 1 case

- Relocation – 1 case
- Other, including additional WC facilities, kitchen works and specialist baths – 16 cases.

1.2.9 There may be grants in 1.2.8 that cover more than one area of work and therefore the numbers will not add up to the total number of grants completed.

1.2.10 For the period April 2020 to March 2021 a total of £38,466 was spent on discretionary Housing Assistance and 24 cases were completed. These completed cases included:

1.2.11 Six Warm Homes Assistance cases for heating related works.

1.2.12 One Home Improvements Assistance to replace windows, doors and a boiler.

1.2.13 Seventeen Home Safety Assistance cases to undertake minor works to improve resident's safety.

1.3 Energy Deal

1.3.1 The Energy Deal collective switching scheme, part of the Big Community Switch run by iChoosr, continues to offer residents the opportunity to switch to a cheaper tariff at energy switching auctions held three times a year. Collective switching is where interested consumers collect together to negotiate a group deal with gas and electricity suppliers.

1.3.2 Energy suppliers are invited to compete with their best offer at an energy auction. Residents registered with the scheme are sent a personalised offer showing how much they could save with the winning tariff and they can decide whether they want to accept. Registration is free and there is no obligation to accept the winning offer.

1.3.3 In February 2021 the average realised saving for a resident on a standard variable tariff was £143 and £57 for a resident on a fixed tariff inside switch window (when any exit fee is usually not applied). As there was only one individual switcher for fixed tariff outside the 'switch window' an average realised saving figure is not available. For the 51 switchers living in our area this is a collective Carbon saving of 48 tonnes equivalent to 26 cars off the road (1.83 tonnes CO₂*) or 48 return flights to New York (1.01 tonnes CO₂**).

* Carbon saving figure provided by iChoosr, example is a Toyota Yaris 7,000 miles per year

** Carbon saving figure provided by iChoosr

The winners of the May Auction 2021 both supply green electricity tariffs and we are currently awaiting details of the average saving for residents.

Unfortunately, we understand from iChoosr that wholesale energy prices are at a three year high and have increased by more than a third since the February auction. The gradual increase in wholesale energy prices has resulted in many suppliers being unable to offer commercially viable fixed tariffs below the current Ofgem tariff cap.

- 1.3.4 The next registration period will open on 3 August 2021 with the auction taking place on 12 October 2021. The scheme will only offer 100 percent renewable electricity tariffs, which supports our aspiration for Tonbridge and Malling to be carbon neutral by 2030.

1.4 Solar Together

- 1.4.1 Working in partnership with iChoosr, Kent County Council and most of the district, borough and unitary councils in Kent, Solar Together reached out to residents to drive engagement in the purchase of solar panels & storage through this group-buying scheme.
- 1.4.2 546 TMBC residents registered for Solar PV with a further 50 registrations for retrofit battery storage, totalling 596 registrations. 123 accepting the deal they were offered, of which 109 were for Solar PV and 14 for retrofit storage. For Solar PV this equates to a take up rate of 19.90% against the target rate of 15%.
- 1.4.3 Of 123 acceptances in the TMBC area 74% have completed on-site surveys as at 28 June 2021, which will rise to 89% once booked surveys are completed. 13 residents are yet to book an on-site survey.
- 1.4.4 22 installs have been completed and a further 15 installs have been booked in as at 28 June 2021.
- 1.4.5 30 TMBC residents have dropped out of the scheme post acceptance to date. A variety of reasons have been given, including roof not suitable for PV panels, layout of cable run, fewer PV panels possible than expected, financial reasons.
- 1.4.6 To date 251 PV panels have been installed which equates to Year 1 CO2 reduction kg 20,590 (note the number of panels installed is estimated based on the average, as the panel figures for week commencing 5 July were not available at time of writing this report).

1.5 Affordable Housing Delivery update

- 1.5.1 Officers continue to work with Registered Provider partners to ensure a forward supply of affordable homes in the Borough.
- 1.5.2 The spreadsheet in **Annex 1** shows the schemes completed in 2019/20, 2020/21 and those due to come forward in 2021/22.

- 1.5.3 A new extra care housing scheme in Watlington completed in winter 2020 with Rapport Housing and Care. Meadow View Court provides 51 apartments (a mix of one and two bedrooms) for rent, purchase through Older Persons Shared Ownership (OPSO) and market sale. Apartments for rent were advertised through Choice Based Lettings for households on the Housing Register.
- 1.5.4 The Peters village development in Wouldham is continuing with Hyde and Moat both having affordable homes complete in 2020 and future phases due over the coming months.
- 1.5.5 Clarion Housing Association are developing homes on Kings Hill phase 3, with some completions in winter 2020 and more following in July 2021. The development will provide 112 affordable homes in total, for rent (a mix of social and affordable rents) and shared ownership. A Local Lettings Plan has been agreed for this development, giving highest priority to households with a local connection to the immediate area (Kings Hill, West Malling & Leybourne wards).

1.6 Pembury Road, Tonbridge

- 1.6.1 Options for the future provision of Temporary Accommodation (TA) were outlined in a Communities and Housing Advisory Board paper in November 2019, including the purchase of additional property for TA. The purchase of four adjacent town houses in Pembury Road, Tonbridge completed in March 2020 on the basis of the potential to convert and provide 12 units for TA.
- 1.6.2 Property Services have arranged project and contract management for the conversion of the four houses with Kier under the Scape framework. The project team are looking at delivery options due to supply chain cost increases and a report will go to FIP and Council in the next cycle of meetings.
- 1.6.3 In light of the increased need for TA and resources pressures relating to the COVID19 pandemic one of the houses was used for TA from July 2020 to March 2021.

1.7 Capital plan review for I.T system

- 1.7.1 Attached at **Annex 2** is a capital plan post implementation review in respect of the Housing Document Management System that was originally reported into this Board and subsequently agreed at Cabinet in 2016. This was a system is required by Housing Services to manage documents and records digitally. It was an expansion of the Northgate Information@Work system already in use by Revenues and Benefits staff.

1.8 Legal Implications

- 1.8.1 The Council has a statutory duty to process mandatory Disabled Facilities Grant applications under the Housing Grants, Construction and Regeneration Act 1996.

1.8.2 The Council has statutory duties relating to housing conditions and HMOs under the Housing Act 2004.

1.8.3 The Council has a statutory duty under Parts VI and VII of the Housing Act 1996 linked to Allocation of Social Housing and Homelessness and the provision of Temporary Accommodation.

1.9 Financial and Value for Money Considerations

1.9.1 The Housing Service have been extremely successful in obtaining funding from MHCLG for Rough Sleeper focussed work.

1.9.2 A capital plan post implementation review in respect of the Housing Document Management System is included within this report.

1.10 Risk Assessment

1.10.1 None arising from this report.

Background papers:

Nil

contact: Claire Keeling
Jason Wheble
Gillian Aylett

Eleanor Hoyle
Director of Planning, Housing and Environmental Health

TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2019 20

SCHEME DETAILS		AFFORDABLE HOUSING UNITS											DELIVERY TIMETABLE				
Address	RSL	Tenure	Flats			M'nette		Houses			B'galo		Total Units	Start on site date	Completion date		
			1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed				2 bed	
Peters Village	Orbit South (remainder)	Affordable Rent		6						2						Apr-18	Apr 19 & Jan 20
		Shared Ownership															
Peters Village	Hyde	Affordable Rent		0						3	6	0				Jan-18	Dec-20
		Shared Ownership								8							
Peters Village	Moat	Affordable Rent	6	18								3				Nov-18	Oct-19
		Shared Ownership	6	12						6	10						
TOTALS 19 20			12	36	0	0	0	0	0	19	19	0	0	0	0		

TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2020 21

SCHEME DETAILS		AFFORDABLE HOUSING UNITS											DELIVERY TIMETABLE					
Address	RSL	Tenure	Flats			M'nette		Houses			B'galo		Total Units	Start on site date	Completion date			
			1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed				2 bed		
Peters Village parcels 2 C&D	Moat (remainder)	Affordable Rent								4	4					Nov-18	Jun-20	
		Shared Ownership																
Peters Village parcels 2G&2H	Hyde (remainder)	Affordable Rent		7						3	2	2				Jan-18	Dec-20	
		Shared Ownership																
Wateringbury	Rapport	Affordable Rent	20	2												Mar-18	Dec-20	
		Shared Ownership (OPSO)	2															
Kings Hill (phase 3)	Clarion	Social Rent	0	0					2	0	0					Mar-19	Nov 20 - Nov 21	
		Affordable Rent	0	0					2	3	0							
		Shared Ownership	0	0					4	0	0							
TOTALS 20 21			22	9	0	0	0	0	15	9	2	0	0	0	57			

TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2021 22

SCHEME DETAILS		AFFORDABLE HOUSING UNITS											DELIVERY TIMETABLE					
Address	RSL	Tenure	Flats			M'nette		Houses			B'galo		Total Units	Start on site date	Completion date			
			1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed				2 bed		
Kings Hill (phase 3)	Clarion	Social Rent	4	14					0	2	2					Mar-19	Nov 20 - Nov 21	
		Affordable Rent	16	24					4	2	3							
		Shared Ownership	0	7					6	17	0							
Holborough Lakes (remainder)	TBC by Berkeley	Shared Ownership		4						2								
Sportsman Farm	Golding TBC for SO	Affordable Rent	12						10	5	1	1						
		Shared Ownership							9	10								
TOTALS 20 21			32	49	0	0	0	0	29	38	6	1	0	155				

TONBRIDGE AND MALLING BOROUGH COUNCIL: AFFORDABLE HOUSING DEVELOPMENT PROGRAMME 2021 22 onwards

SCHEME DETAILS		AFFORDABLE HOUSING UNITS											DELIVERY TIMETABLE					
Address	RSL	Tenure	Flats			M'nette		Houses			B'galo		Total Units	Start on site date	Planned completion date			
			1 bed	2 bed	3 Bed	1 bed	2 bed	1 bed	2 bed	3 bed	4+bed	1 bed				2 bed		
Kings Hill (phase 3)	Clarion	Social Rent	4	14					0	2	2					Mar-19	July 20 - Nov 21	
		Affordable Rent	16	24					4	2	3							
		Shared Ownership	0	7					6	17	0							
Holborough Lakes (remainder)	TBC by Berkeley	Shared Ownership														Sep-21		
Sportsman Farm	Golding TBC for SO	Affordable Rent	12						10	5	1	1						
		Shared Ownership							9	10								
Tonbridge Chambers	TBC	Affordable Rent																
		Shared Ownership																
Peters village (parcel 2a & 2b)	TBC by Vistry	Social Rent		2					15	7						Nov-21		
		Affordable Rent																
		Shared Ownership																
Peters village (parcel 1F)	Bovis/Vistry	Affordable Rent	9	12														
		Shared Ownership	3	3						2								
Carpenters Lane	Town&Country	Social Rent	2				4			1						Jun-21	Dec-22	
		Shared Ownership								3								
Brampton field & Kiln Barn Road, Ditton	TBC	Affordable Rent																
		Shared Ownership																
East of Clare Park, New Rd Est Malling	TBC	Affordable Rent																
		Shared Ownership																

This page is intentionally left blank

Capital Plan Post Implementation Review	
Service:	Corporate Services - IT initiatives
Scheme Title:	Housing Document Management System
Scheme Description:	A system is required by Housing Services to manage documents and records digitally. An expansion of the Northgate Information@Work system, used by Revenues and Benefits staff, is identified as the best solution to secure a fully functional, PSN compliant, document management system. Using the same system by both Services for storing and sharing customers' documents and information reduces inefficiencies and benefits customers.
Evaluation:	Communities and Housing Advisory Board 14 November 2016.
Capital Plan Year(s)	2016/17
Approved budget:	£40,000
National Priorities:	None.
Local Priorities:	Key priority 1a - Improving efficiency and resilience of services.
Targets for judging success:	Implementation of a document management system for Housing.
Completion date (work completed):	May 2018
Completion date (final payment):	May 2018
Projected date for post implementation review:	Twelve months after completion.
Final cost:	£38,244 part funded from Government grant (£8,000) with the balance met by virement from other Capital Plan schemes.
Performance against National and Local Priorities and Targets:	<p>Following the CHAB report on 14 November 2016, which sought approval to extend the Document Imaging Processing Scheme which had been implemented by Revenues and Benefits, to include housing, this has now been finalised.</p> <p>This has allowed Housing to cease using paper-based files, as it was identified that this presented a risk to the Council, as many of these contained sensitive data and freed up additional physical space that comes with the storage of a large number of paper files.</p> <p>This has helped extensively with the move to remote working and still having access to the system and being able to access the files and paperwork required.</p>
Budget performance / Value for money:	Scheme completed within budget.
Other performance / procurement issues:	None.

Ongoing / Outstanding issues:	None.
----------------------------------	-------

TONBRIDGE & MALLING BOROUGH COUNCIL
COMMUNITIES and HOUSING ADVISORY BOARD

20 July 2021

Report of the Director of Planning, Housing and Environmental Health

Part 1- Public

Matters for Information

1 STOCK CONDITION MODELLING UPDATE

This report updates Members on the private sector stock condition modelling exercise undertaken by the Building Research Establishment (BRE).

1.1 Background

1.1.1 The Council has a legal duty under the Housing Act 2004 to keep the housing conditions in their area under regular review.

1.1.2 Members previously endorsed the commissioning of Building Research Establishment (BRE) to undertake a housing stock condition modelling exercise with access to the model via an online system known as the Housing Stock Condition Database (HSCD). The Council also commissioned BRE to undertake additional work to identify private rented stock in the TMBC area (PRSID) improving accuracy in identifying private rented sector dwellings across the borough. This PRSID section of the report was funded by MHCLG's Private Rented Sector Innovation and Enforcement Grant Fund (2019/2020).

1.2 Stock Modelling Approach

1.2.1 A housing stock modelling approach produces a series of models describing the housing conditions in a specified area. It is a desk top model approach utilising data from national datasets, such as the English House Condition Survey, and basic dwelling information. The modelled data is provided as a database and presented in spreadsheet form and as a series of maps illustrating housing indicators across the Borough.

1.2.2 The BRE Housing Stock Condition Database (HSCD) provides dwelling level data from the modelled data and enables local authorities to update, view and query their own local data. The Council decided to include a basic integration of Energy Performance Certificate (EPC) data, integrate energy efficiency and energy planning variables (BRE modelled data not sourced from EPCs) and Local Land and Property Gazetteer integration to enable integration of both local benefit

data integration and local building control variables. The dwelling level data can be downloaded from the HSCD.

- 1.2.3 In addition to the housing stock modelled data report, the PRSID provides estimates on the key housing indicators mentioned in 1.2.6 to each census output area at dwelling level.
- 1.2.4 The database can be used to cross tabulate different variables, for example Category 1 Hazard for Excess Cold with Low Income Households and can provide a map which indicates where concentrations of households living on the lowest incomes in hard to heat properties are likely to be found.
- 1.2.5 BRE completed this work on 23 June 2020, providing the Council with detailed information on the likely tenure, condition and household vulnerability of housing stock and the geographical distribution of properties of interest.
- 1.2.6 This included a comprehensive report with a series of maps and a dwelling level housing stock modelling database, illustrating the following housing indicators across the borough:
- Category 1 Housing Health and Safety Rating System (HHSRS) hazard;
 - Category 1 hazard for excess cold;
 - Category 1 hazard for falls;
 - Estimated Standard Assessment Procedure (SAP) rating;
 - Presence of a household in fuel poverty;
 - Indication of disrepair in relation to the Decent Homes standard;
 - Presence of a vulnerable household where a member of the household is in receipt of an income or disability related benefit; and
 - Private rented dwellings.
- 1.2.7 The presence of Category 1 HHSRS hazards indicates the residential accommodation does not meet the minimum standard for housing. The category 1 hazards for excess cold and falls gives a link with the key housing health related determinants for excess winter deaths and hip fracture in people aged 65 and over.
- 1.2.8 The SAP rating gives an indication of the energy efficiency rating of the property. These indicators with the others mentioned in 1.2.6 provide useful information that we can use as the evidence base for any housing and health related strategies and targeting of financial assistance under our Housing Assistance Policy.

1.2.9 **Headline information and figures (modelled)**

- 1.2.10 There are 54,476 dwellings in Tonbridge and Malling, 67% are owner occupied, 16% private rented and 17% social rented.
- 1.2.11 4,054 dwellings in the private sector have category 1 Housing Health and Safety Rating System (HHSRS) hazards. This equates to 9% of properties.
- 1.2.12 856 dwellings in the private rented sector have category 1 HHSRS hazards. This equates to 10% of properties in the private rented sector.
- 1.2.13 The highest concentrations of all HHSRS hazards in the private rented sector are found in the wards of Burham and Wouldham, Wrotham, Ightham and Stansted and Downs and Mereworth.
- 1.2.14 The highest concentrations of fuel poverty (Low Income High Costs definition) in the private rented sector are found in the wards of Trench, Downs and Mereworth and Snodland East and Ham Hill and for excess cold the highest concentrations are in Burham and Wouldham, Wrotham, Ightham and Stansted and Downs and Mereworth.
- 1.2.15 The average SimpleSAP rating for all private sector dwellings in Tonbridge and Malling is 61, which is better than England (60) but the same as South East. For owner occupied stock the figure is 60 and for private rented stock it is 62.
- 1.2.16 The total cost of mitigating category 1 hazards in Tonbridge and Malling's private sector stock is estimated to be £13.9 million – with £11.0 million in the owner occupied sector, and £2.9 million in the private rented sector.
- 1.2.17 There are an estimated 735 HMOs in Tonbridge and Malling, of which approximately 171 come under the mandatory licensing scheme.
- 1.2.18 6.2% (2,806) of private sector dwellings and 5.8% (508) of private rented dwellings in Tonbridge and Malling are estimated to have an EPC rating below band E.
- 1.2.19 In the private sector stock, there are an estimated 9,348 dwellings with un-insulated cavity walls and 6,681 dwellings with less than 100mm of loft insulation.
- 1.2.20 Analysis of the energy efficiency variables indicates that the owner occupied stock has the highest average figures for the majority of variables (SimpleCO2, energy and heat demand, energy and heat cost).
- 1.2.21 **Outcomes**
- 1.2.22 These indicators provide useful information that we can use as the evidence base for housing and health related strategies and targeting of financial assistance under our Housing Assistance policy.

1.2.23 The BRE modelled data and database have already been used to help identify potentially eligible properties for current energy efficiency schemes including identifying:

- A target group of the least energy efficient private rented properties with an EPC Band rating of F & G for our participation in BEIS MEES Enforcement and Compliance pilot (Year 2).
- Private sector properties with an EPC rating E, F or G which can be targeted to raise awareness of the LAD GHG Phase 2 funding availability for low-income owner occupier households.

1.2.24 Going forward we will use the modelled data as an evidence base for funding opportunities, to target delivery of future housing improvement/energy efficiency schemes and to support proactive housing enforcement related activity. For example, identifying:

- A target group of least energy efficient private sector 'off gas' properties which may be potentially eligible for Home Upgrade Grant and 'on gas' properties which may potentially be eligible for LAD GHG Phase 3 funding subject to meeting low-income household eligibility criteria.
- Social housing homes and partners for the upcoming Social Housing Decarbonisation Funding which is targeted at the least energy efficient social housing occupied by low-income households.
- Licensable HMO's to ensure these properties are duly licensed with the Council and meet the minimum standards.

1.3 Legal Implications

1.3.1 None

1.4 Financial and Value for Money Considerations

1.4.1 None

1.5 Risk Assessment

1.5.1 Not applicable

Background papers:

contact: Jason Wheble

NKD – Private sector housing stock condition modelling exercise, considered by Communities & Housing Advisory Board on 12 November 2018

Eleanor Hoyle

Director of Planning, Housing and Environmental Health

This page is intentionally left blank

Agenda Item 9

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank

Agenda Item 10

The Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information.

**ANY REPORTS APPEARING AFTER THIS PAGE CONTAIN EXEMPT
INFORMATION**

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Agenda Item 12

Any other items which the Chairman decides are urgent due to special circumstances and of which notice has been given to the Chief Executive.

This page is intentionally left blank