

# **Adur District Council**

## **Housing Strategy 2005-10**

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## **Foreword by Chairman of Policy and Strategy Committee**

I am pleased to introduce Adur District Council's Housing Strategy for 2005-2010. It seeks to address the issues facing us in Adur and to outline the Council's priorities for dealing with them. We all want Adur to be somewhere where people want to live and flourish, and housing is one of the critical factors in making that possible.

There are a number of conflicting demands we need to address. There is a balance to be struck between building to meet housing needs and aspirations, and our responsibility as stewards of the quality of the local environment. There is limited land that can or should be built on, and there are the inevitable financial constraints that a local authority has to cope with.

We know we need additional affordable housing of all types to ensure that everyone can have access to a decent affordable home. We also know that this needs to be achieved as part of economically viable developments. We also have to ensure that the needs of those who become homeless, usually through no fault of their own, can be addressed, or that their homelessness can be prevented.

As landlords ourselves, with 3,000 tenants and leaseholders, we have a duty to achieve the Decent Homes Standard in our own stock by 2010, and the recent decision to retain our own stock has been endorsed by the Government. We still have work to do to achieve this.

We know that although the private stock in the district is generally good, there are 20% (4,633) of homes that would fail the decency standard. We need to ensure that the opportunities are available for people to bring these homes up to standard.

We have a large older population in a society where older people are living longer and we need to ensure their housing and support needs are met as they change over time. Nor should we forget that there are other residents who will require support in achieving or maintaining the independence to live in the community and contribute positively to it.

We can do very little of this properly on our own. One of the themes of this strategy, and many others in Adur, is that we work in partnership with other agencies, both public and private, in order to achieve our mutual objectives and those set for us by the Government, and to maximise the results of our investment. Much of what you will see in this strategy echoes the Adur Community Strategy, built up through extensive consultation, and we will keep the strategy under review.

Adur Council is committed to ensuring that everyone in the District has the opportunity for decent homes at a cost they can afford and this strategy aims to show how this can be best achieved.

Councillor Robert Dunn, Chairman of Policy and Strategy Committee.

## **Introduction by Ian Lowrie, Chief Executive**

### **What and where is Adur**

Adur is a small West Sussex coastal district sitting between its neighbours of Worthing and Brighton and Hove. It is home to approximately 60,000 residents in 26,500 homes. In character it is divided by the A27 which runs east to west through the District and the river Adur that flows south through the middle of the District. The District has a substantial harbour and a small airport.

The average council tax in the District is considerably below the benchmark Band D rate with two thirds of properties in Band C or below. There are 2,750 dwellings in council ownership and a further 750 housing association-owned homes. To date, the Council's tenants have consistently declined to seek alternative hosting arrangements, preferring to keep the Council as their landlords, and, following the stock options appraisal, the Council's preferred option is to retain the stock.

Analysis of census and other information generates a number of indices of concern in the District. High levels of teenage pregnancy, low access to higher education and poor educational results are examples that are notable in a few wards. The recently published Adur Community Profile commissioned from Brighton University, confirmed many of the issues, as did the most recent Index of Multiple Deprivation published in October 2004.

The last census identified a higher than expected growth in total population during the 1990s. This is thought to be associated with the pressure for, and low supply of affordable housing for families in Brighton & Hove, and to a lesser extent in Worthing. This also reflects the trend within West Sussex as a whole where net inward migration is the key determinant of population growth in the context of a county where the number of deaths exceeds the number of births. In age structure, Adur reflects the West Sussex profile. The already higher than average elderly population is forecast to rise, with a significant increase in the over 65 and over 80 'older' retirement groups forecast to continue up until 2021. Obviously, this will have a clear impact on the future housing needs of the District, specifically Extra Care and Key Worker schemes.

Affordable housing is a key issue for Adur with many local people having lower estimated average incomes than in other parts of West Sussex. The census also revealed that 22.5% of the District's population were under 18 years; 27.1% over the age of 60; and 2.5% of an ethnic minority.

In economic terms, the local activities are mainly manufacturing, construction, engineering and retail. The unemployment rate is 2% compared with the national average of 3.4%. Long term unemployment, however, is of particular concern in this area.

The pressures on land use in Adur are typical of the south coast with the exception of the additional need to regenerate substantial brown field areas.

Despite these issues, it would be misleading to overstate them. Essentially the area attracts and retains a content residential population, which makes the best of the District's coastal location, close to attractive countryside and the numerous economic, social and cultural opportunities in the vicinity. The north of the District is predominately chalk downland with Area of Outstanding Natural Beauty status. This area has been recommended to become part of the South Downs National Park. The rest of the District is mainly urban in nature mostly comprising suburban housing but in addition there are substantial areas of industrial and commercial development. An increasing potential constraint to development in the District is the risk of flooding as identified by the Environment Agency.

We undertook substantial consultation across the community on the values that were important to people in setting our strategy. Consultation included State of the District Forums, Housing Needs Survey, Quality of Life Survey, Community Safety Audit, Junior Citizenship Conferences and face-to-face surveys. As a result five strategic objectives to achieve "improving the quality of Life for the people of Adur" have been agreed.

These are:

- Protect and enhance core services to the community
- Create a clean, green and safe environment
- Revitalise Adur
- Keep Council Tax increases to the minimum level practicable
- Contribute to the implementation of the Community Strategy and other partnership initiatives where possible

The above strategic objectives and issues are reflected in the way that the Housing Strategy, Asset Management Plan and the Capital Strategy link with other strategies and the work we do with our partners.

Issues around housing have risen up the Council's corporate agenda recently. The Housing Need Survey of 2003 has had a big impact in quantifying the extent of perceived need for affordable housing, while the increasing uncertainty over development on flood plains does not assist in meeting the demands of the regional planning system for additional housing provision in the District. The dilemma of preserving a high quality environment and countryside in the District whilst meeting housing requirements is one which will need to be explored with the public through the Local Development Framework preparation process.

## 1. 'Our Plan for Housing'

This Housing Strategy is a complete revision of that produced in 2002 for the period 2002-07. Following the completion and publication of the Housing Needs Survey in 2003, and the Private Sector House Condition Survey 2004, the strategy has been thoroughly reassessed and reviewed and demonstrates how closely we are consulting with the community and linking with other strategies, in order to respond to local, regional and national agendas. Although the provision and improvement of affordable housing remains an important priority, we recognise the need to address this within the wider context of regional issues and options.

### 1.1. Vision

The overall vision for housing in Adur remains the same as the previous strategy:

*'to ensure a sufficient supply of decent affordable accessible and good quality housing, to meet need, remains available for residents in the District, whether to buy or rent'.*

This vision is reflected in the nine key priorities identified by the Council and set out below.

It also reflects the Adur in Partnership (Adur's Local Strategic Partnership) aim as expressed in the Community Strategy: "We want to extend the range of housing options for all, to ensure that everyone has access to adequate, affordable housing whether owned or rented."

### 1.2. National, Regional and Local drivers for change

The Strategy is influenced by a number of local, regional and national factors that are driving forward the housing agenda:

- The Community Strategy for Adur "Your Community, Your Future", the main Strategy that links all the Council's strategies together. It is produced by the Local Strategic Partnership (Adur in Partnership) in consultation with voluntary organisations, local businesses and community groups;
- The new Local Development Framework (LDF) for planning;
- The Council's Value Statement and Corporate Plan;
- The Comprehensive Performance Assessment carried out by the Audit Commission in 2003;
- Supporting People: the Government's programme to deliver housing related support for vulnerable people, administered on a county-wide basis through partnership;
- West Sussex Local Public Service Agreement (LPSA) target 12: production of affordable housing and key worker housing;
- West Sussex Structure Plan: divides up housing "targets" in the county;
- The Regional Housing Strategy 2006: the Regional Housing Board sets out in the Regional Housing Strategy its investment priorities. This Housing Strategy seeks to reflect relevant regional strategic priorities;

- The draft South East Plan process, encompassing the development of draft sub-regional planning and economic strategies. This is likely to become more and more important as the South East Plan increases existing Structure Plan numbers of new homes expected to be built in the county;
- The Housing Act 2004: gives Local Authorities new tools to improve housing conditions;
- The Communities Plan: in the south-east this aims to tackle housing supply issues

### **1.3. A more comprehensive evidence base**

The publication of the Housing Needs Survey in 2003, gives us a clear overview of the demands on, and needs of the local housing market. The survey suggests a need for 537 affordable homes (which has since been revised in 2005 to 425) per annum of a variety of tenures to meet housing need over five years. This is unlikely to be met in full. The data collected allows us and partners to plan and target better provision of housing with regard to the number, type and area for existing and future households.

As the private sector makes up the large majority (85%) of the housing stock in the District, the Council is aware of the importance of tackling the issue of disrepair. A Private Sector Housing Condition and Energy Efficiency Survey was carried out during the summer of 2004. Overall the survey indicates that 79.5% of dwellings meet the Decent Homes Standard and that housing conditions are better than the national average. The results of the study will feed into a comprehensive Private Sector Housing Renewal Strategy to be published in 2006.

In terms of social housing, comprehensive stock condition information exists for the Council's housing stock but more work can be done to ensure up to date knowledge of housing association (also known as Registered Social landlords or RSLs) stock in the District, although much of this is relatively modern. Part of the Local Development Framework (LDF) requires us to carry out a Housing Market Assessment, which will help us to assess the condition of existing RSL stock. In addition the Adur and Worthing RSL Forum will enable us to monitor progress towards meeting the Decent Homes standard in the RSL sector.

### **1.4. The Council's housing stock**

During 2005 the Council undertook a **Stock Options Appraisal** which found that 93% of tenants were satisfied with the Council's service. The Council is confident that it will achieve the Decent Homes Standard by the required date of 2010.

The Housing Revenue Account Business Plan, being produced in parallel with this strategy, sets out how we will achieve the level of improvements and investment needed to achieve the Government's Decent Homes Standard by the 2010 deadline. A summary of this plan is provided later in this document.

Adur Council's housing service, in terms of our landlord functions, was inspected by the Audit Commission in November 2004. The results of the inspection gave the Council one star with promising prospects for improvement.

### **1.5. Community involvement**

We recognise that in order to achieve our aims and objectives it is important that the community as a whole agrees and adopts the priorities of the Strategy. Partly through Adur in Partnership, and partly independently or with other relevant partners, we have undertaken a series of consultation events with a number of community groups, agencies and interested parties with the result that the key priorities of the Housing Strategy closely reflect those of the Community Strategy.

One of the chief dilemmas will be to balance the community priorities for more and better housing with stewardship of the environment and the constraints of a national park and a flood plain. Many such issues will be explored during the development of a meaningful Local Development Framework between now and 2007.

### **1.6. Partnership working**

We also demonstrate in this Strategy how we are working in partnership with neighbouring authorities across the county and sub-region. By pooling resources and sharing good practice we can maximise the opportunities for providing affordable housing for the people who live and work in Adur. Adur, Arun and Worthing Councils in particular, in conjunction where appropriate with the County Council and the local Primary Care Trust (PCT), are addressing a number of sub-regional issues, such as a sub-regional Choice Based Lettings (CBL) scheme and a joint Preferred Development Partner Scheme with Housing Associations. The Shoreham Renaissance project seeks to involve partners, including the South East Economic Development Agency (SEEDA), PCT and Social and Caring Services. The project will look at assets held by public sector organisations with a view to regenerate the town centre of Shoreham.

### **1.7. Resources and options**

The strategy evaluates likely resource availability in order to meet the objectives and priorities laid out below, which may be subject to change.

The Council is looking to use its land assets to support its delivery of housing and other services, and this will be further informed by the recent Urban Housing Potential Study.

### **1.8. The Council's key housing priorities**

The priorities listed below have been agreed by Members and the Strategy has been adopted by the Corporate Management Team in line with the vision and objectives of the Community Strategy. The detail of actions proposed are contained in the Action Plan.

The Housing Strategy 2004-09 demonstrates how we plan to meet local, regional and national priorities to ensure the housing needs of the District are met. Our key priorities are:

- 1. Balancing the Local Housing Market: exploit development opportunities in the District and help meet regional development targets**
- 2. Meeting Affordable Housing Need: maximise affordable housing across a range of tenures**
- 3. Regeneration/ Sustainable Communities: housing contribution to support regeneration and encourage economic development**
- 4. Preventing Homelessness: reduce homelessness and ensure appropriate support for those who become homeless**
- 5. Supported Housing: meet the needs of vulnerable groups in partnership with the Supporting People programme**
- 6. Providing an efficient, high quality housing service that delivers value for money**
- 7. Promoting a Healthy Private Sector**
- 8. Key Worker Needs: meeting the needs of those whose employment is of particular importance to the local economy**
- 9. Community Safety: reduce crime, the impact of crime and the fear of crime**
- 10. Equality and Diversity: addressing the housing needs of Black and minority ethnic groups, hard to reach groups and other minority groups**

## Part A: The Context and the Community

### 2. Local Priorities

**The Adur Community Strategy 2003** is the main overarching strategy that links all the Council's strategies together. It is produced by Adur in Partnership (the Local Strategic Partnership), which is made up of public, private voluntary and community organisations. Organisations within this partnership are working together to ensure that community priorities and concerns are addressed and delivered in a co-ordinated manner through the Strategy, with the aim of improving economic, social and environmental well-being.

The Strategy is made up of a number of actions and priorities that fall under a collection of themes. The themes in the Community Strategy, which include Housing, Young People and Children and Health and Social Care, reflect the needs and aspirations of the local community as well as linking with regional and national priorities.

The **Adur District Local Plan** was adopted in 1996 and is based on the 1993 Structure Plan. It makes provision for a total of 1700 new homes between 1991 and 2006 by identifying a number of sites for residential development and by having a policy which allows such development by way of infill and redevelopment within the built up area. The Plan will be replaced in December 2007 by a new Local Development Framework in 2007, known as the Adur Development Plan. This will be based on the 2004 Structure Plan and the emerging South East Plan.

The affordable housing policy in the Local Plan seeks to negotiate the provision of an appropriate proportion (around 30%) of social and low cost housing on all suitable sites. This policy will be updated in the new Adur Development Plan to reflect the findings of the Housing Needs Survey and current government guidance.

The **Housing Needs Survey** carried out in 2003, and updated annually, has enabled the Council to more accurately quantify the need and type of housing in the District. The key findings of the survey, namely that affordability is an issue for a large section of the population, the population is ageing and there is a requirement to balance the housing stock in both the affordable and private sectors, are addressed in this Strategy.

Homelessness remains a significant issue within Adur and the **Homelessness Strategy** has been produced in consultation with all the relevant agencies within the District. The Strategy will be monitored and reviewed regularly, as we recognise that although Adur's homelessness services are highly regarded by the users, more needs to be done to liaise with other agencies. In response we have set up a Homelessness Forum.

The **Supporting People programme (SP)** went live in April 2003. West Sussex County Council, which has been given an 'excellent' rating in the Comprehensive Performance Assessment (CPA) process in 2002, is the

administering authority. Supporting People has had a very positive effect on the availability and quality of services to vulnerable people in Adur. The service review process will further improve the performance of current schemes, as well as identifying the gaps in provision which still exist. The results of the review process fed into the West Sussex Housing and Support Strategy that was completed in May 2005, although it should be said that a better indication from the Office of the Deputy Prime Minister (ODPM) about likely budget provision in the County would enable a more accurate planning process.

The Supporting People Team has made available a development fund for 2005/06. Part of this will be used to cover the start up costs of an Adapted Housing Register across Adur, Arun and Worthing.

West Sussex County Council in partnership with the Districts and Boroughs within the County has agreed a **Public Service Agreement (PSA)** West Sussex Housing Target for the period 2005-07. The aim of the target is to: 'increase the availability of housing for those unable to compete in the housing market and of housing for key workers'. The agreed performance target for 2005-07 is:

- 714 specified homes (affordable rented, shared ownership or shared equity)
- 108 key worker homes across the County

The minimum target of 50 affordable homes per annum over the lifetime of this strategy fits well with this stretch target as 8 per cent of the County total (8 per cent of the population of West Sussex lives in Adur), would be 66 homes over 2 years.

The **West Sussex Planning and Affordable Housing Group** commissioned consultants, funded by PSA pump priming money, to study the potential impact on development viability of revised planning led affordable housing policy being considered in the context of the Local Development Framework preparation across the County. The study's findings were published in August 2005 and should lead to a more uniform approach to affordable housing development across the County.

The **Housing Revenue Account Business Plan** has been prepared alongside this document. The main points are summarised at Priority 6 later in this document. The key objective of this plan is to 'provide an efficient, high quality housing service that delivers value for money'.

A **Private Sector House Condition and Energy Efficiency Survey** was carried out during 2004. The results indicate that the unfitness rates in Adur are below the national average, and less than the last survey completed in Adur in 1994, and that 79.5% of the private sector stock meets the Decent Homes Standard. The executive summary of the Private Sector House Condition Survey is available in the appendices.

**The Community Safety Strategy** was formulated as part of the work of the Adur Community Safety Partnership. A number of supported housing initiatives meet both housing and community safety objectives, in particular around support for drug and alcohol mis-users and victims of domestic violence.

### 3. Sub-regional and cross-boundary working

Adur recognises the need to work more closely with other agencies and has a strong track record of doing so. Adur is involved in a number of cross boundary and sub-regional initiatives in order to further the priorities contained within the Community Strategy, the previous Housing Strategy and from information gained in the Housing Needs Survey.

The **Adur, Arun and Worthing Interagency Housing Group** brings together a core group of officers from housing teams in the three local authority areas, and senior managers from Social and Caring Services and the Teaching Primary Care Trust to ensure an effective and joined up approach to the housing needs of some of the most vulnerable groups in the District. Additional housing, health, social care and Supporting People staff are invited according to the issues under discussion.

The group first started meeting in 2003 and work is almost complete on a shared Older People's Housing and Support Strategy. A Specialised Housing Panel has been established to make the best use of wheelchair accessible housing, housing with on-site support and other specialised housing across Adur, Arun and Worthing. Through this group a joint Adapted Housing Register is being developed in conjunction with Ability Housing Association.

The Regional Housing Board and Housing Corporation are looking for greater cross-boundary synergy in development programmes from both local authorities and RSLs. Adur has joined forces with Worthing Borough and Arun District Councils to set up an **Adur/Arun/Worthing preferred development partners agreement**. For Adur this will mean the formalisation of relationships with developing RSLs and improving the monitoring role, as well as potentially increasing the number of "approved" housing associations able to work in the District. This was recognised as a weakness in the Council CPA in January 2003. The agreement also seeks to maximise the amount of social housing grant coming into the sub-region. This fits in with the Housing Corporation's preferred approach and will assist us to 'exploit development opportunities', which is Priority 1 of this strategy. Additionally, agreement has been reached with Arun and Worthing to accept nominations for key worker housing in each others' districts, although this has yet to result in agreeing nominations for social rented housing.

The **West Sussex Planning and Affordable Housing Forum**, set up in 2003, brings together Planning and Housing Officers from local authorities across the county, as well as representatives of the Government Office for the South East (GOSE), the Housing Corporation, Registered Social Landlords, and the National Federation of Housing. Over the past year the Forum has considered targets for the delivery of affordable housing and key worker housing, and the development of planning policies to promote the delivery of affordable housing within the Local Development Framework.

**Supporting People (SP)** is managed by a West Sussex-wide Commissioning Body. An Adur officer chairs the Supporting People Working Group and is the

Supporting People Accountable Officer. Discussions are informed by consultation with providers and users of services through Supported Housing Forums in different parts of the County.

The West Sussex Coastal Forum was launched in February 2004 to monitor the operation of the Supporting People programme and to give service providers an opportunity to influence the way it develops. This Forum will continue to meet twice yearly.

In order to co-ordinate the work of Registered Social Landlords (RSLs) in Adur and Worthing, Adur and Worthing created the **Adur and Worthing RSL Management Forum** in 2003. Previously Worthing only, it was felt that a joint approach would benefit RSL partners and avoid duplication of meetings, as well as promoting a more co-ordinated approach. We are currently developing this forum for evaluating RSL performance in key areas and sharing best practice, as well as debating issues of common concern such as homelessness prevention, mediation services and anti-social behaviour.

Adur is also an active member of the **Sussex Empty Homes Forum**, which meets to keep the authorities across Sussex updated on national developments regarding empty homes, to share good practice and to benefit from the expertise of specialist empty property officers.

We launched the **Adur Private Sector Landlord's Forum** in June 2004. At a subsequent meeting in April 2005 the Forum agreed that we will hold future meetings together with Worthing Borough Council, the first of which will be in November 2005. In addition officers regularly attend the Brighton and Hove Private Sector Housing Forum.

Adur belongs within two **Area Investment Framework (AIF)** areas: Coastal Sussex, and Brighton & Hove and Adur. We have also responded to SEERA's draft brief for 'A sub-regional strategy for the Sussex Coast'.

**West Sussex Chief Housing Officers Group meets** to share information, and to co-ordinate responses to issues of common concern between senior housing officers and representatives from GOSE, the Housing Corporation and the National Housing Federation. During the past two years the Group has considered sub-regional housing strategies, key worker issues, homelessness, Supporting People, the Regional Housing Strategy and the Housing Green Paper. During 2006 this group plans to incorporate Chief Officers from the whole south-east region.

The frequency and diversity of initiatives, involving such a wide variety of agencies across the sub-region, is vitally important in enabling Adur to meet its present and future priorities. The impact of Supporting People has also been hugely significant and by remaining closely involved with its administrative process we are confident that the programme can improve services for the most vulnerable people within the District.

Adur will be joining with Brighton & Hove and 4 other local authorities across Sussex to implement a sub-regional Choice Based Lettings (CBL) scheme from April 2006. The scheme will enable applicants to have more control over where they live by bidding for Council and Housing Association properties along with other applicants when they become available.

## 4. The Regional Picture, and where we fit in

It is acknowledged that in order to find solutions for regional issues, local authorities should not work in isolation and must instead work in partnership. Collaborative working between authorities will maximise funding opportunities and enable more effective targeting of the areas where change is most needed. The current regional framework consists of:

The **South East Regional Assembly (SEERA)** is the representative voice of the region. Membership is formed through nominations by councils, voluntary groups and community bodies. SEERA's aim is to promote the interests of the region in Britain and in Europe.

SEERA has a statutory responsibility for preparing a regional spatial strategy for South East England, known as the South East Plan. Once adopted (probably in 2008) it will, along with the Adur Local Development Plan, form part of the statutory Development Plan for the District covering the period to 2026.

Part 1 of the draft Plan sets out core region-wide policies, overall housing figures and sub-regional strategies and SEERA has submitted this to the Secretary of State. Part 2 of the draft Plan will set out District-level housing growth allocations as well as addressing associated issues of employment and infrastructure. West Sussex County Council is currently consulting on Part 2 of the draft Plan, on behalf of SEERA, by posing two scenarios for the distribution of housing at District level across West Sussex.

Both scenarios recognise that, because of the physical and environmental characteristics of Adur there is likely to be no significant scope to accommodate greenfield development and that housing growth will inevitably focus on brownfield sites. Both scenarios, therefore, propose the same total projected housing supply for Adur of 2,100 dwellings for the period 2006 to 2026. However, the consultation is also seeking views on more challenging targets for the number of new homes to be built on brownfield sites in Adur, suggesting an additional 500 dwellings arising from development in Shoreham Harbour, increasing Adur's projected total (2006-2026) to 2,600 dwellings. Deliverability of the additional 500 homes would depend on strategic sites at Shoreham harbour coming forward with an agreed comprehensive plan to provide essential infrastructure such as a new road link between the harbour and the A27.

Following extensive public consultation, West Sussex County Council will submit its advice to SEERA on Part 2 of the Plan by December 2005. SEERA will consider this advice (along with advice from other parts of the region) before submitting Part 2 to the Secretary of State in March 2006.

## 5. The National Picture, and where we fit in

Since the last Housing Strategy was produced there have been a number of Government led programmes and initiatives, which have contributed to the expectation that there will be an increase in the number and quality of the housing stock across England.

### **The Housing Act 2004**

The Housing Act 2004 reinforces the role of Councils as strategic enablers with an overview of both public and private sector properties in their area. The main areas of the Act that will affect Adur's position in furthering the objectives of the Housing Strategy are:

- Compulsory Leasing will enable local authorities to take over empty properties from home owners in the private sector
- Private developers will for the first time be able to bid for social housing grant along with Registered Social Landlords
- Introduction of a rating system that will change the way in which homes are judged as fit for habitation
- Modernising the Right to Buy policy to combat profiteering

### **Spending Review 2004**

In the July 2004 spending review the Government announced a significant investment in affordable housing which aims to provide an extra 10,000 affordable homes nation-wide by 2007/08.

### **Communities Plan**

The Communities Plan (Sustainable Communities: Building for the future) was launched in February 2003. The Plan sets out a long-term programme of action for delivering sustainable communities in both urban and rural areas. Phase two of the plan '**Homes for All**' was introduced in January 2005. The main aims are to:

- Make sure there are enough high-quality homes across all sectors
- Help more people to own their home
- Ensure all social tenants, and seven out of ten vulnerable people in the private sector, have a decent home
- Create sustainable, mixed communities
- Halve the number of people in temporary accommodation

Given the Government's commitment to the growth areas, it is unclear whether sufficient funding will be made available in Adur to meet the above requirements.

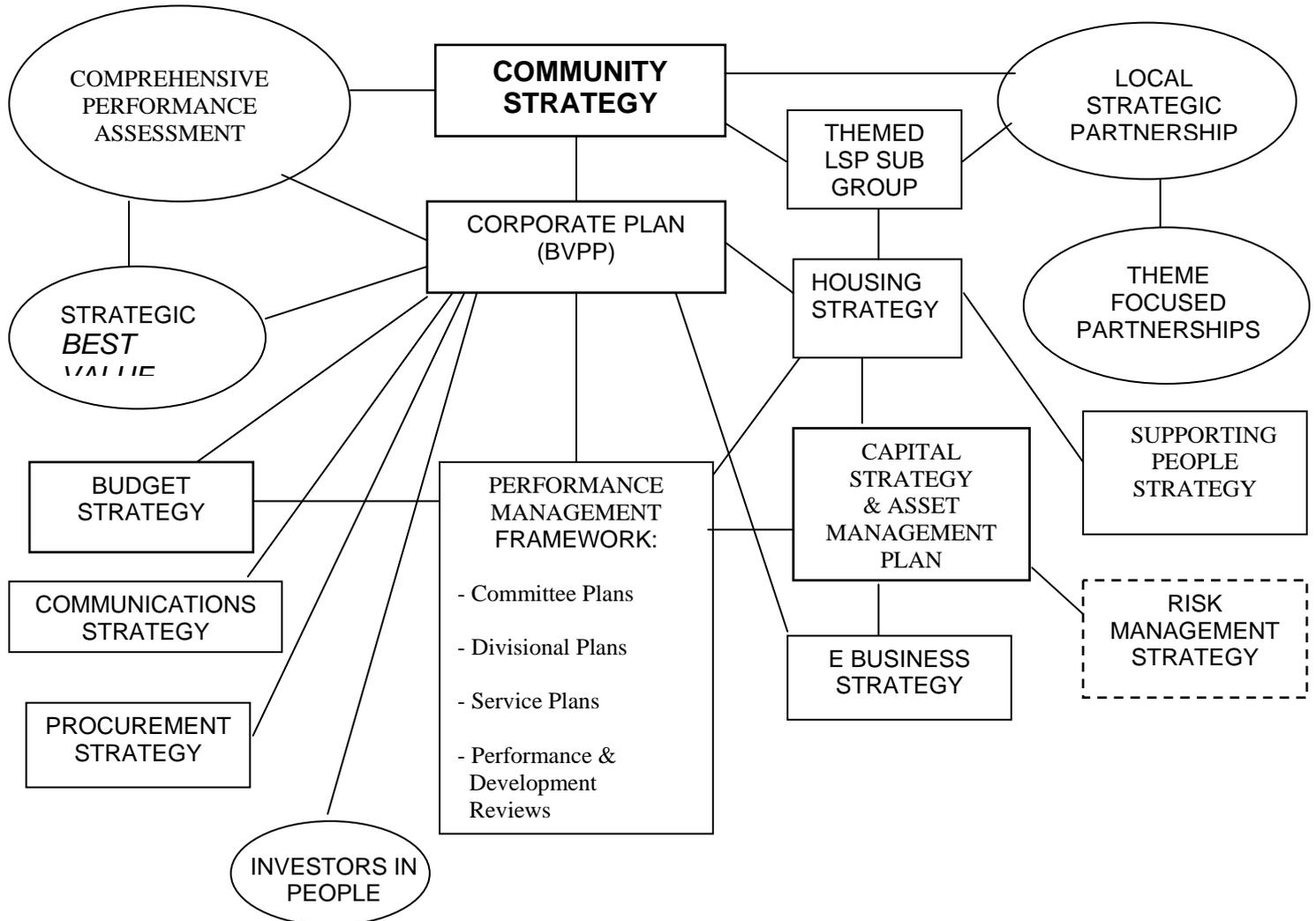
The **Homelessness Grant Determination 2005** confirms the Government's commitment to reduce the use of all temporary accommodation by 50% of the December 2004 level by 2010. This will be a challenge to achieve, especially if the ability to supply further affordable homes is hampered by a lack of resources.

**The Barker Report**

The long awaited Government sponsored report on housing supply from the economist Kate Barker was published in March 2004 and has excited much debate. Included in the report were a number of key recommendations which the Government is now considering.

## 6. Local Planning and Liaison

### 3.5. LINKING THE STRATEGIES – ORGANISATIONAL:



The Policy Co-ordination Working Group was formed with the aim of co-ordinating the development and implementation of strategies and policies within the Council . The group provides a strategic corporate overview as to how strategies are inter-linked and how they relate and support the Adur Community Strategy and has been instrumental in the development of this strategy.

Adur underwent a **Comprehensive Performance Assessment (CPA)** in 2003, as part of a West Sussex pilot of the CPA process. That exercise and the preceding IDeA peer review indicated that the Council needed to be clearer about its visions, values and priorities and that these needed to be embedded throughout the organisation. The Corporate Improvement Plan which followed CPA incorporated this, and the result has been the adoption by the Council of a Value Statement and Corporate Plan listing five priorities. This is summarised in Part C ('Priorities for Investment'), section 1 of this Strategy.

The priorities outlined, and the various elements, are cross-referenced with Divisional Plans prepared throughout the organisation. Actions contained in these Plans have to demonstrate which corporate priorities they address and where other strategies such as this one relate. These plans also detail responsibility for Best value Performance Indicators. Over the course of 2006 it is intended to ensure that these priorities are cascaded into individual performance and development reviews for staff, so that individual targets and objectives can be seen to relate to the Council's overall priorities.

## 7. The Housing/Planning Connection

Housing policies in the adopted Adur District Local Plan 1996 were developed jointly by housing and planning officers. These policies are currently being revised as part of the new Local Development Framework (LDF) which will replace the Local Plan in 2007. They will also take account of the emerging South East Plan and Sussex Coastal Towns Sub Regional Strategy, the revised West Sussex Structure Plan 2001-2016, the emerging revised PPG3 "Housing" and the conclusions of the Adur Housing Needs Survey 2003.

In recognition that the Local Plan policy for affordable housing is now somewhat out of date, Interim Supplementary Planning Guidance (SPG) For Affordable Housing has jointly been produced by housing and planning officers and adopted by the Council in September 2004, following consultation with relevant bodies. Whilst this does not have the same status as the Local Plan policy, the SPG sets out clearly the Council's position in negotiating and maximising affordable housing provision on all suitable sites. This Interim SPG will be replaced, as part of the new Local Development Framework, by a Supplementary Planning Document for Affordable Housing, in due course.

The West Sussex Structure Plan 2001-2016 sets a target of 1,745 new homes to be provided in the District, at an average of approximately 115 per year. The Adur Housing Needs Survey, updated in 2005, indicates that there is an annual need for 425 new affordable dwellings in the District. The Structure Plan targets will be very challenging, although the current developments at Ropetackle and Sussex Wharf will produce close to 500 new units of accommodation during the lifetime of this Strategy. The affordable element will be 93 units and it is clear that we will fall far short of the annual affordable figure, due mainly to the size of the district and the associated problems with finding suitable sites on which to build.

The new Planning and Compulsory Purchase Act 2004 requires all local authorities to produce a Local Development Framework by 2007. The Development Plan for the District will comprise the South East Plan (when prepared) and the Adur Local Development Framework.

Clearly issues surrounding housing provision and need and how this will be addressed will be one of the major topics for the LDF to consider. To help inform the debate, officers have taken every opportunity to engage with the community:

- Junior Citizenship - a two-day event held for students in Years 5 and 9 from local schools and colleges. Officers ran four workshops as part of this event, entitled "Where shall we build?" and used questionnaires and maps to engage students in discussing housing and land use issues.
- Planning officers ran two "Planning and Development" workshops on land use issues and where to build in the District, as part of the Community Strategy event.

- Stakeholder Planning Forum - this Forum has been set up to provide the link between the Local Strategic Partnership and the Local Development Framework and to advise officers on issues and options. A workshop was held in November 2004 to discuss housing issues in the District.
- Housing Action Group - as part of the Local Strategic Partnership (Adur in Partnership) an Action Group has been set up to take forward the issues identified in the Community Strategy related to housing, and in particular the need to provide more affordable homes in the District. Both housing and planning officers sit on this Group and part of its purpose is to ensure the integration of Community Strategy and Adur DC housing objectives.

As part of the LDF process, consultants have been appointed to carry out an assessment of the urban housing potential of the District and will identify development opportunities on sites that can accommodate six or more units. This study was completed in August 2005. An Open Space Study is also being undertaken, which will identify any surplus land, which may potentially be suitable for residential development.

The findings of these two studies together with the response from the community involvement will be used to inform both the Core Strategy and a site allocation paper (including housing), on which the wider community will be consulted later this year. Policies and proposals on how to accommodate housing of all types and tenures in the District will then be developed jointly by housing and planning officers. The statutory Local Development Framework process will be followed, with the Core Strategy being adopted in 2007.

## 8. Housing Needs

The Adur Housing Needs Survey (HNS) was completed in June 2003 and it indicates a high level of housing need across the District. The need for more affordable housing was the most significant finding, but it also included an analysis of what types of housing were needed and in which areas of the District.

Affordable housing is defined as 'housing which is provided with subsidy, both for rent and for low cost market housing, for people who are unable to resolve their housing requirements in the general housing markets because of the relationship between local housing costs and incomes'.

A summary of the key findings with regard to need found that:

- Communities in Adur are generally very settled. 91 per cent of residents live in housing adequate for their needs
- The population is ageing and almost half of those with a special need have a mobility problem
- There is a requirement to develop a more balanced housing stock with a need for more flats and terraced houses in both the private and affordable sectors
- Affordability is an issue for many households due to the house price / income relationship
- The net annual outstanding affordable housing need is 478 units (updated March 2004 figure)

Overall the survey found that there is a significant shortfall in affordable housing stock across the District, compared with the private sector stock. The shortfall in affordable accommodation is most acute in 1-bed flats, particularly in the Shoreham and Lancing areas. Approximately 58% of the net shortfall of Affordable Housing across the District arises in Shoreham and Southwick, in particular 2 and 3-bed houses. In contrast there is an excess in stock over demand of 2 bed properties in private stock in all areas except Shoreham, and of 3 bed properties in all areas except Sompting. The most significant shortfall in private stock arises in Southwick and Shoreham for 1-bed properties. The tables under **Key Priority 1 'Balancing the Local Housing Market'** reveal more information about the size and areas in which the shortfalls and excess in stock over demand occur.

### **Effective Management of Stock**

In line with increasing supply, it is important to ensure the effective management of the existing stock in all sectors to maximise its use. Adur will be joining with Brighton & Hove and 4 other local authorities across Sussex to implement a sub-regional Choice Based Lettings (CBL) scheme from April 2006. The scheme will enable applicants to have more control over where they live by bidding for Council and Housing Association properties along with other applicants when they become available. In reality, the choices open to applicants will be restricted by the low number of vacant properties, but if successful the scheme will result in happier and more balanced, sustainable communities.

The scheme will operate by advertising properties weekly via the internet and a freesheet that will be sent to all applicants on the housing register fortnightly. Details will be sent to local statutory and voluntary agencies to display and there will also be a freephone number to hear details of the latest vacancies. Applicants will then bid when properties are advertised that are of the required size needed to house their household. Of the bids received the household with the greatest 'need' will be offered the property.

Although partners would sign up to common prioritisation criteria, each Authority would still retain their own lettings policy. Only applicants on Adur District Council's Housing Register would be able to bid for a property that is located within the Adur District.

There are close to 1000 households registered on the Council's housing register, but each year Adur has less than 250 vacancies of all types. Some types of property and some areas within the District are more popular than others, so applicants will be able to bid for properties in lower demand areas if they wish to be housed quicker.

Evaluation of the pilot in Brighton & Hove has resulted in a few slight amendments to the scheme. In particular, in order to ensure that vulnerable applicants are given equal access to housing, extensive consultation was conducted with agencies involved with vulnerable groups. As part of the scheme each week we will run lists to identify any vulnerable applicants that have a realistic possibility of bidding for a property. We will then contact the applicants' social worker, key worker or other nominated representative to advise them of the vacancy and establish whether they would like the Council to submit a property application on their behalf.

## 9. Consulting partners and stakeholders

The Housing Needs Survey gave Adur a clear indication of the overall housing picture in Adur and a basis on which to inform the consultation processes with the local community on their views, opinions and priorities for the District. In many ways the HNS has quantified what was a common reaction in the community about housing issues, which is essentially that there is a recognised need for more affordable housing, but there is a clear message about the need for proper stewardship of the environment and remaining green spaces.

Over the past three years a number of consultation events have taken place with various sections of the community, the results of which have been incorporated into this strategy. The consultation process has endorsed the Council's proposals and policies, including the priorities listed in this strategy.

In summary, these have been, in chronological order:

- Survey of homeless households in temporary accommodation July 2002;
- Survey of housing register applicants on the principles of choice-based lettings September 2002;
- The Housing Need Survey March 2003;
- Community Strategy developments;
- Using the joint Adur/Worthing RSL Management Forum as a way of keeping RSLs on board with developments;
- Older persons' accommodation and care event, jointly held with Social Services and the local PCT October 2003;
- Adur Arun and Worthing Supported Housing Forum February 2004 and May 2005;
- A specific housing strategy event, in conjunction with the local strategic partnership March 2004;
- Launch of a Private Sector Landlord Forum June 2004;
- Junior Citizenship events June 2004 and April 2005;
- Homelessness Forum, launched June 2004;
- Stakeholder Planning Forum Housing workshop October 2004;
- State of the District Forum November 2004;
- Staff Conference December 2004;
- Adur Managers' Conference December 2004

Some highlights are detailed below.

### **Community/Housing Strategy consultation**

A consultation event to seek the communities' views on the priorities for the Housing Strategy was held in March 2004 in partnership with the Local Strategic Partnership (known locally as Adur in Partnership). The event was attended by a wide cross section of the community and housing sector including developers, housing association staff, GOSE, social services, NHS Trust, West Sussex County Council, CAB, Shelter, local tenants' organisations, residents of the community and Adur District councillors.

Attendees' views were sought through a number of themed workshops and a general question and answer session. The workshops titles were: Affordability and Need, Planning and Development, Private Sector Involvement, Housing Support and Social Care and Council Housing - stock options.

Housing Officers have been heavily involved in the consultation process for the Shoreham Renaissance project to ensure that affordable housing is an integral part of any re-development plans for the town centre.

A short questionnaire was placed in the Council's quarterly magazine, Adur Outlook, which is delivered to every household in the community. The questionnaire requested people's views regarding the best use of land, types of homes to be built and who should provide the funding. Almost 100 households responded, which was considered a fair response.

Adur in Partnership (AiP) organised a Junior Citizenship event, which involved inviting a selection of schools from the District to the Civic Centre. The event included a number of workshops, one of which was 'Housing and Planning'. Students were encouraged to give their views about the type and area where development should occur.

The most recent State of the District debate took place in November 2004, at which the strategic direction of housing was one of the main items discussed. The discussion reinforced the Council's direction, with a clear emphasis on the areas within the District where development is favoured.

The Tenant's Participation Compact between tenants, leaseholders and the Council was agreed in November 2000 and provided a focus for the prioritisation of services which tenants wished to see improved. In July 2004 a joint consultative event was held, attended by tenants, leaseholders and council officers in order to set out new priorities for the redraft of the compact. The event showed that there are still specific areas where the Council needs to focus, and improvements that need to be made, even though much has been achieved so far.

As well as this the Council will investigate other types of compacts, for instance a sheltered housing compact., something which is seen very favourably by the Sheltered Housing Action Review Panel (SHARP) a consultative group that was set up early in 2004.

Overall the extensive consultation, through a variety of mediums, which the Council has undertaken has enabled us to fully understand the needs and aspirations of the District. Consultation has confirmed that the residents agree that more development is essential to fulfil the housing needs of the District and to sustain the economic well being, although some individual development proposals have attracted controversy. There has been much debate, given the land restrictions and small number of available brownfield sites, around the issue of where development should take place. In general the consensus appears to be that the South Downs should not be built on and that parks and sportsfields within the built up area are vital for the well being

of the community. The most favoured areas for development are to build on the edge of the built up area, and to fill in the current strategic gaps.

As a direct result of holding a Landlord's Forum we have renewed the private sector lease agreement to minimise areas of dispute, introduced a Housing Options pack, and are currently developing a Landlord's Pack, which will be available for all landlords operating within the District.

We will also be working closely with landlords, with regard to their potential involvement in cutting the use of all temporary accommodation by 50% by 2010. This target will necessitate Adur cutting our Private Sector Leasing portfolio drastically, though with a continued duty to provide homeless applicants with accommodation. One potential option is for private landlords to work closer with authorities and take on tenants direct.

## Part B: The Council's priorities

### Key priority 1 – Balancing the local housing market

#### Balancing the Local Housing Market: exploit development opportunities in the District and help meet regional development targets

- Meet the challenges of overall housing requirements in the District from Structure Plan: 1,745 homes between 2001-16 and South East Plan targets which are currently being consulted on
- Maximise brownfield and infill development for housing
- Review existing land use policies such as Strategic Gaps as part of LDF process. May need to utilise Greenfield sites to meet targets
- Use the planning system to maximum advantage to negotiate affordable elements to all new developments

**House prices** in Adur have stabilised over the past year after rising at a significant rate during the previous few years. Data from the Land Registry indicates that house prices in Adur remain lower than for West Sussex and the South East region, but it also shows that prices in Adur have risen at a faster rate than across both the County and region as a whole. The percentage increase between the first quarter of 2004 and that of 2005 was 7.5% in Adur, compared with 5.5% in West Sussex and 4.1% across the South East.

	<b>Adur</b>		<b>West Sussex</b>		<b>South East</b>	
	Average price of Flat	Average cost of Housing	Average price of Flat	Average cost of Housing	Average price of Flat	Average cost of Housing
June 2003	£117998	£160459	£119409	£198492	£128442	£194887
June 2004	£126084	£176888	£137466	£215352	£144384	£214567
June 2005	£142557	£190139	£138683	£227140	£148010	£223372

In Adur, as elsewhere, there are a variety of different factors, at both a local and national level, that can affect the housing market and drive up prices.

<b>Demand</b>	<b>Supply</b>
Low interest rates	Planning control and site availability
Ease of credit	Low levels of building completions
Taxes including stamp duty and council tax	Profitability of property
Population growth	Low rates of social housing development
Demographic structure: rise in people aged 65+	Other factors i.e. buy to let

In-migration from surrounding districts, partly due to lower prices (the ripple effect)	Physical constraints on development: National Park and Flood Plain issues
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The main consequence of such consistently high house price inflation is the inability of an increasing number of people to access the housing market. Income rises have not matched house price increases, leaving first time buyers, in particular, struggling to afford even the cheapest property. According to the Nationwide House Price Index the number of properties purchased by first time buyers has dropped to 30 per cent compared to about 50 per cent five years ago.

Joseph Rowntree Foundation research into the ratio of house prices to earnings in the 20-39 age group suggests that Adur has the seventh highest ratio in the country (see under Key Priority 2 for further details). Affordability is thus a major issue for residents of the District. Even if as predicted the housing market cools, the gap will merely remain wide rather than decrease significantly.

The Housing Needs Survey (HNS) found that most of the demand from concealed households (households living within existing households, mainly the children of existing households) is for smaller and affordable types of housing, particularly flats and terraced houses, to meet the needs of new forming households.

A closer inspection of the data reveals important information that will help us plan the provision of housing stock in order to meet the needs of future households. The table below shows the profile of housing supply and demand by tenure, property type and size of dwelling up to 2008. You will note that in some types of private stock there is currently a greater supply than demand, which is explained by respondents to the survey stating their current housing need.

Property type	Bedrooms	Private Stock		Affordable Stock	
		Shortfall	Excess of stock over demand	Shortfall	Excess of stock over demand
Flat	1	-	5	1559	-
	2	35	-	91	-
	3	26	-	-	15
	4	-	-	-	5
Bungalow	1	23	-	384	-
	2	-	16	39	-
	3	84	-	-	-
	4	-	34	-	-
House	1	-	3	27	-
	2	-	82	877	-
	3	-	203	538	-
	4	-	7	124	-

<b>All types</b>	1	23	8	1970	-
	2	35	98	1007	-
	3	110	203	538	15
	4	-	41	124	5
<b>Total</b>		<b>168</b>	<b>350</b>	<b>3639</b>	<b>20</b>

Logic would suggest that some of the shortfall in affordable 3 bed properties could be met from the 'surplus' in the private sector. However, the economics of grant-aiding purchase of existing properties compared with new build are not viable at present.

The following tables show the property type and sub-regions where the most acute shortfall in affordable properties is to be found, the number of units required up to 2008, and the number of homes that are either in construction or planned over the next few years.

	1 bed flat	1 bed bungalow	2 bed house	3 bed house
Sompting	210	56	159	107
Lancing	497	75	193	88
Shoreham	461	114	262	184
Southwick	391	139	263	159
<b>Total</b>	<b>1559</b>	<b>384</b>	<b>877</b>	<b>538</b>

Site	Total no. of units	No. of affordable units	Type	Area	Completion date
Ropetackle	165	40	Rent and shared ownership (SO)	Shoreham	2005/06
Sussex Wharf	290	53	Rent, SO, shared equity, commuted sum)	Shoreham Beach	2006/07
Monks Farm depot	10	10	Rent	Lancing	2006/07
Southlands Hospital	Max 150	Max 50	Mainly rent	Shoreham	2006-08 * depends on ODPM / EP
Parcelforce	Max 80	Max 25	Rent and Key worker	Shoreham	Unclear

Shoreham Renaissance	200	Potential 70	Rent and Key worker	Shoreham	2007-12
Urban Potential Housing Study	tbc	tbc	Rent and Key worker	Adur District	On going

The tables clearly indicate that the level of need significantly exceeds the number of affordable units that have been, and are likely to be delivered. A major issue for the District is the shortage of available land, so one recommendation is for greater use of the planning system in order to raise the number of affordable units that are developed. A target of 35 per cent of new units negotiated as subsidised Affordable Housing is suggested in the HNS.

All the local authorities in West Sussex used the same methodology with which to carry out their HNS, which has therefore given a clear guide as to the issues and demographics in each area. It has been suggested that due to the increased closer working relationship between neighbouring authorities and the acknowledgement that an ever increasing share of our workload is devoted to issues which require cross boundary co-operation, future surveys should be commissioned jointly by neighbouring authorities.

Another significant finding from the study is the projected increase in the over 80 population, as well as the projected rise in 65-80 year olds. In view of the relationship between increasing age and dependency, consideration will need to be given to the related housing and care needs of this sector if the needs of this group are to be effectively addressed. For instance, does the District require more Extra-care accommodation, as the Supporting People Needs Analysis appears to indicate? Will we need to build more accommodation, specific for Key workers, to ensure there are enough people to care for an ageing population? The main findings in the HNS relating to older people are:

- Growth in over 65 age group, 2020 individuals over the forecast period
- Projected 15 per cent increase in over 80 population
- 72.7 per cent of elderly people moving within the District would like to move into Council or Housing Association sheltered housing
- A significant number of households (1474) indicated that they had elderly relatives that would need to move into the District within the next 5 years

We have commissioned the authors of our Housing Needs Survey to carry out a desktop review of the data contained within last years report, which they started in October 2005. We are working in close co-operation with our neighbouring authorities by comparing the results of our surveys, in preparation for jointly commissioning a full Survey, possibly across the whole County in 2007.

To view what we have achieved since the last Housing Strategy was published please see the **Action Plan update** on page 80.

The expectations of the County Structure Plan are that Adur will need to find space for a further 1745 homes over 15 years, between 2001-16. The South East Plan as drafted, and as influenced by the Barker Report on the housing market, will in all likelihood increase the requirement. Adur is constrained by the South Downs (soon to be a National Park with all the development problems that entails) and by the sea. The issue of building (or not) on flood plains will restrict the ability to find suitable building land. In addition we recognise that we need to improve scheme evaluation in order to be in a better position when negotiating composition of potential developments.

As stated previously, the West Sussex Planning and Affordable Housing Group commissioned consultants to study the potential impact on development viability of revised planning led Affordable Housing policy being considered in the context of the Local Development Framework preparation across the County. The study found that 30% was a realistic target in all areas of the County and that up to 40% was viable in the higher value areas, which could include some areas of the Adur District. If lower thresholds (for example of 5 or 10 units) were introduced then the study favours a cascade approach of lower percentages to enable affordable development.

What will happen if we do not develop plans to balance the local housing market?

- We will not meet the needs of the community
- We will not have a suitable mix and type of accommodation

<b>Options</b>	<b>Opportunities</b>	<b>Barriers</b>	<b>Partners</b>
Maximise affordable units on s106 sites	Utilise Interim Supplementary Planning Guidance (SPG)	Potential objections from developers	ADC Developers Preferred Registered Social Landlord (RSL) partners
Use commuted sums to develop brownfield and infill sites	Information gained from Local Development Framework (LDF). Smaller sites possible	Limited number of sites available within the District	ADC Developers Preferred RSL partners
Urban Capacity Study results: Use ADC owned sites to develop	Free land as part subsidy	Loss of asset to the authority	RSLs ADC
Use data on analysis of dwelling balance from Housing Needs Survey	Influence size and type of homes developed	Developments with greater concentration of units may be more difficult to deliver	ADC Developers Preferred RSL partners
Work with partners across the Community to maximise development opportunities	Shoreham Renaissance Project Southlands Hospital	Complex issues Large mix of agencies	Local Businesses West Sussex CC TPCT Social & Caring Services Developers
Look at options to develop on Greenfield sites	Information gathered from LDF, Strategic gaps, unused public spaces	Balance with environmental objections	ADC Developers Preferred RSL partners

## Key priority 2 – Meeting Affordable Housing Need

### Maximise Affordable Housing across a range of tenures

- Target of minimum 50 affordable homes per annum over the Strategy period: Note the AiP aspirational target 100 (05/06) & 150 (06/07)
- Urban Housing Potential Study and open space review to identify smaller infill developments in public ownership 2005-09
- Maximise efficiency of use of existing social stock: including implementation of a regional choice-based lettings policy
- PPG3 (Planning Policy Guidance) threshold: awaiting new version of guidance to set thresholds on which affordable element can be insisted on

The provision of Affordable Housing is a key national, regional as well as local objective. A key priority of the Community Strategy is to: 'Maximise Affordable Housing across a range of tenures throughout the District'.

Data from the Housing Needs Survey (HNS) confirms the affordability problem arising from the relationship between low income and house prices. Using third quarter 2002/03 figures, the survey estimated that a first time buyer would need an annual income of £24,000 to buy a flat in Lancing, the cheapest area. The survey findings (in the box below) indicate that the income levels of approximately 85 per cent of all concealed households were below the level necessary to access the local market. Land Registry data shows the average price of a flat (the cheapest type of accommodation) in the Adur District is currently over £142,000. The annual income needed to access a flat is about £40,000.

Significant house price inflation since the survey was carried out indicates that the income level now needed could be even higher. A study by the Joseph Rowntree Foundation (JRF) published in October 2005 indicates how problematic home ownership is for working households aged 20 to 39 (i.e. those most likely to be first-time buyers). Based on local prices for two and three bedroom homes, the study shows that the Adur District is listed as having the seventh highest house price to income ratio (6.17) in the country. Only Oxford and Chichester of the south-east authorities have a higher ratio.

Annual income	Households (%)	Concealed households (%)
Below £10,000	23	27.3
£10,001 - £23,000	33.1	48.3
£23,001 - £30,000	14.1	3.9
£30,001 – £40,000	14.2	16.6
£40,001 - £50,000	7.2	3.9
Over £50,000	8.4	0

In-migration is approximately three times that of out-migration, the large majority of people (71 per cent) who moved into Adur from outside the District, came from another part of West Sussex. Whilst 12.6 per cent of in-migrants moved into Adur because they felt the housing was affordable, conversely 274

(22.5 per cent) of existing and 177 (19.8 per cent) of concealed households who want to move out of the District list their reason as the lack of Affordable Housing. Of those planning to move from Adur, the majority planned to move outside of the south east (32.5 per cent) and only 22.4 per cent planned to move elsewhere in West Sussex. This would appear to confirm that affordability is a major cause of in/out migration, and suggests that Adur satisfies a need for some people from more expensive areas.

In addition to the income/property price ratio a significant number of existing households wanting to move (20 per cent) and concealed households (16 per cent) stated their tenure preference to be affordable rented housing. Updated figures for 2005, using the HNS data suggests that 425 affordable units are needed annually to satisfy need, of which two thirds should be social rented.

The overwhelming need in the District is for smaller properties, although a significant number (approximately 15 per cent) of households require family sized accommodation. However, we will be examining the wisdom of building one bed properties due to their inflexibility. Two bed properties give the option for people to stay in the same property when their circumstances change, or provide for accommodation large enough to include space for a full time carer to a disabled person.

Homebuy and shared ownership/equity schemes, which enable purchasers to buy up to 75 per cent of the equity value of a market property, could assist some of the households who would otherwise be prevented from entering the market. This group of people could include Key workers and other workers who are vital for the well being of the local economy.

The number of people on the Council's housing register, including transfers, on 30 September 2005 was 1309. The Housing Needs Survey estimated that only about 10% of concealed households are on the waiting list, so this figure may be a slight under representation of the actual need in the District. Adur is keen to encourage the use of the Register as more than a waiting list for housing stock, in order to include Key workers, people with disabilities and other people who may be interested in other low cost housing options.

The Council produced an Empty Property Strategy in September 2005. The Strategy will explore the number, type and state of empty properties in the District and what action needs to be taken to bring them back into use. Historically, Adur has not had a vast amount of empty properties and numbers remain below the regional average, so this is not a priority for the District. Furthermore, there is evidence to suggest that over the past few years the continued rise in house prices has encouraged owners to refurbish or redevelop their properties. A review of the scale of the problem during June/July 2005 identified approximately 50 long term empty properties, a relatively small number. An internal Working Group, including representation from Housing, Council Tax, Economic Development, Planning, Environmental Health and Legal, has met on a number of occasions to help produce the Strategy.

Adur's membership of the Sussex Empty Homes Forum (SEHF) also enables us to benefit from meeting with other LAs and specialist Empty Property Officers.

The following targets are included in the Empty Property Strategy:

- Target 15 properties per annum to be brought back into use
- To establish the addresses of all the empty residential properties in the District, including empty property above shops
- Identify and prioritise those properties that have been vacant for more than a year
- Contact the registered owners, through the use of council tax records, and negotiate potential options for bringing the property back into use
- Monitor the number of properties that are vacant for more than six months
- Continue to work with the SEHF to share good practice and identify ways of getting empty properties back into use
- Explore the possibility of working in partnership with Housing Associations to bring empty properties back into use
- Publicise the Council's initiatives and promote the benefits to the community of bringing properties back into use

**What if we do not provide more Affordable Housing?**

- Many people will be unable to access suitable housing
- More people will live in overcrowded and unsuitable conditions
- We will fail to meet the ODPM target on reducing temporary accommodation

<b>Options</b>	<b>Opportunities</b>	<b>Barriers</b>	<b>Partners</b>
Target minimum of 50 affordable units per annum	Ropetackle Southlands Sussex Wharf Parcellforce Monks Farm Urban Potential Housing Study	Southlands only at planning stage Parcellforce unclear	Housing Corporation Regional Housing Board Preferred Housing Association (HA) Partner
Grant funding	Demand justifies investment Local priorities reflect regional priorities Deliverable schemes in the pipeline	Steering of funding to growth areas may limit resources Close links with planning vital for chances of delivery Lack of available land Concern that funding may go to other areas	Housing Corporation Regional Housing Board Preferred Housing Association (HA) Partner
Capital receipts	Infill Strategic Gaps	Minimal brownfield sites Objections to new developments	ADC Preferred HA Partner

Commuted sums	Can target local need Fund under resourced schemes	Lack of available infill sites Risk to future on-site negotiations	ADC Preferred Partner HA
Bringing empty properties into use	Assist regeneration Relatively cheap option	Only short-term affordable use Can be politically sensitive Few properties empty	ADC depts Economic Development Sussex Empty Homes Forum
Implement RSL development partnership	More control over value and quality of developments	Initial implementation achieved	Preferred partners Worthing BC HA
Cross-district development	Disused cement works within Adur and Horsham boundaries  Cross boundary nomination for Key workers	Development deemed not sustainable previously by planning inspector  Agreed by members	Horsham DC Housing Corporation HA partners  Worthing BC
Choice Based Lettings (CBL)	Increased efficiency of existing stock	Possible delay in implementation	Brighton and Hove LAs in East and West Sussex

## **Key priority 3 – Regeneration: Sustainable communities**

### **Housing contribution to support regeneration and encourage economic development**

- Diversity of housing development (including affordable) vital for continued economic growth and varied workforce
- Empty Property Strategy: to bring 15 empty properties a year back into use, through Private Sector Leasing, space over shops, etc;
- Shoreham Town Centre Renaissance project;
- Shoreham Maritime: housing (including Affordable Housing) to be incorporated in the overall long term vision: to regenerate the town centre;

The District has a number of major development opportunities and areas of interest that could help regenerate areas within the District. Ropetackle is close to completion; work at Sussex Wharf is well underway; Southlands Hospital site plans have yet to be agreed and the Cement Works is the subject of ongoing discussions amongst a number of agencies.

Adur has encouraged the use of modern methods of construction and energy efficiency options, in its most recent developments. One example is the Test Road 'Green' Homes development. Although the initial building costs are higher, the saving is made through savings to the tenant in the form of cheaper energy bills. One of the issues raised at the LDF Stakeholder Planning Forum in October was that the LDF gave the opportunity to consider making such energy efficiency measures a standard part of new housing provision in Adur. Although this has to be set against the increased initial capital costs of such a measure.

The Shoreham Renaissance project seeks to involve partners, including West Sussex County (WSCC), the South East Economic Development Agency (SEEDA) and the Primary Care Trust (PCT), to look at assets held by public sector organisations with a view to regenerate the centre of Shoreham. A team of consultants has been appointed to prepare a masterplan and one of the identified objectives is: 'to introduce mixed uses, including housing, to the town centre'. The project is potentially long-term and may present the opportunity for up to 200 new homes, as part of a mixed use development. Consultation on the project has been on-going since March 2005, and one of issues that has been raised is the opportunity the project gives to build a significant number of the housing units as Affordable Housing of all types. We will continue to emphasise the importance of Affordable Housing as part of the regeneration of Shoreham as a sustainable community.

As mentioned in the previous chapter Adur developed its first Empty Property Strategy in September 2005. Bringing empty properties back into use (BVPIs) will help relieve the overall pressure on housing in the District, and the Empty Property Strategy will link in with the objectives of the Housing Strategy as well as other local and national initiatives.

## The State of Housing in Sussex

In response to concern among their members of the difficulties with recruiting staff, **Sussex Enterprise** commissioned a report by Step Ahead Research to look into the key drivers of the housing market in Sussex. The final report was published in September 2005 after consultation with housing providers, developers, local authorities and business leaders across the County. The survey's main recommendations found:

- Sussex Enterprise should work with partners to ensure the development of more housing that is affordable in Sussex
- Sussex Enterprise should support the widening of eligibility for key worker and Affordable Housing schemes so that they are locally defined and that they include essential private sector workers

## What will happen if we do not regenerate the District?

- We will risk the further economic development of the District
- We will not be maximising the District's potential
- We will miss out on valuable potential housing contributions

Options	Opportunities	Barriers	Partners
Shoreham Renaissance	Revitalise Shoreham Town Centre Releases publicly owned brownfield sites and possibly private sites	Lack of co-operation from partners Lack of funds	Private Landholders Other public agencies
Empty Property Strategy	Assist regeneration	Can be politically sensitive	Sussex Empty Homes Forum Economic Development
Shoreham Harbour	Develop more housing	Long term project Lack of co-operation from partners	Shoreham Maritime

## Key priority 4 – Preventing Homelessness

**Preventing Homelessness: reduce homelessness and ensure appropriate support for those who become homeless**

- Eliminate use of bed and breakfast
- Build on success of Housing Option service to prevent homelessness and increase choice for those at risk of homelessness
- Increase quality of temporary accommodation through Private Sector Leasing
- Reduce the overall use of temporary accommodation by 50% by 2010

In Adur, in common with other authorities in the region, homelessness remains a significant issue. The overall number of applications has remained fairly constant over the past few years, but there has been a significant increase in families evicting young single people and young couples.

During 2004/05, 370 homelessness applications were made, which is 14 less than 2003/04 and two more than 2002/03. 40% of applicants were accepted as homeless unintentionally during 2004/05 compared with 29% during 2003/04.

The main reasons for homelessness during 2004/05 were:

1. termination of tenancy – 23.2%
2. parents/friends/relatives no longer willing to accommodate – 35.4%
3. other (emergency, sleeping rough, ex-HM forces, returned from abroad) – 6%
4. violent relationship breakdown – 8.4%
5. non-violent relationship breakdown – 6.6%

Measuring future levels of homelessness cannot be exact but there are a number of variables that could cause the level of homelessness to rise during the lifetime of this strategy. Although house prices have stabilised over the past year they are still at a very high level. Any further rise in house prices and rent levels or further interest rates increases, could cause some people to get into mortgage or rent arrears, which could result in eviction. House price rises will also cause home ownership and private renting to become even further beyond the reach of many people. In addition, some landlords may be tempted to sell their properties to release their equity thereby causing a rise in the termination of assured shorthold tenancies. In contrast should house prices begin to fall, negative equity could affect people's ability to remain in their homes.

Adur has a long standing Housing Advice service, aimed at preventing homelessness, which has Community Legal Service Quality Mark status. The section was expanded to incorporate 'Housing Options' from July 2003 in light of changes to the advice and assistance duty brought under the Homelessness Act 2002. The service works proactively with landlords and other departments within the Council as well as assisting and advocating on behalf of clients.

Since January 2004 the Housing Options Officer has assisted a significant number of clients with needs ranging from people with debt problems to relationship breakdown. The post has enabled the Council to assist 105 clients through casework intervention.

Adur's in-house Homeless Support Service was set up in October 2003 and has been very successful in preventing recurring homelessness of people staying in temporary accommodation. The service is awaiting the outcome of the Supporting People review. We are confident that the service will be re-commissioned and possibly expanded to include helping people in the early stages of secure tenancies.

In addition Adur has secured funding from Supporting People for a one year pilot for a low level support service for young people, which began in August 2005.

**The Homelessness Strategy** was published in July 2003 following a thorough review of homelessness in the District. The overall objectives of the strategy are:

- The prevention of homelessness
- Reducing levels of homelessness against the two main causes (parents/friends evicting, and assured shorthold tenancies terminating)
- Ensuring there is a supply of good quality accommodation available for those who do become homeless or who are at risk of homelessness
- Reducing the use of *B&B* as temporary accommodation to emergency use for no longer than six weeks, and seek to eliminate it over the lifetime of the strategy
- Ensuring there is sufficient and appropriate support available for those who are or may become homeless or who need support to prevent them from becoming homeless again
- Minimising rough sleeping in the District

The Homelessness Forum was re-established in June 2004 to monitor the Homelessness Strategy and ensure that the points listed in the action plan are carried out. The Forums are attended by a mix of statutory and voluntary agencies and are chaired independently of the Council. It meets three times per annum and one of its roles will be to review the Homelessness Strategy in 2006.

The mix of temporary accommodation that we use enables the District to place people in the most appropriate form of accommodation prior to them being permanently re-housed. Adur's long running and successful Private Sector Leasing (PSL) scheme contributed to the District meeting the Government's Bed and Breakfast target over a year prior to the deadline of April 2004. However, the ODPM's target to halve the number in temporary accommodation means that we will need to review our use of PSL properties, with the probability of cutting our portfolio during the lifetime of this strategy.

We have recently completed a major refurbishment of one of the Districts' temporary accommodation sites that includes 38 mobile homes. This will

greatly improve the environment for a number of our homeless households and keep the units open for longer.

We recognise the Government's wish to reduce the overall use of temporary accommodation by 50% of their present levels by 2010. It should be noted however that at the present levels of investment this will be very difficult to achieve.

### What will happen if we do not reduce homelessness?

- People will be forced to live in unsuitable conditions
- People will not be able to fulfil their potential and contribute positively to the community
- It will increase the burden on services within the District

Options	Opportunities	Barriers	Partners
Prevent homelessness	Housing Options Officer in post Homelessness Forum set up	Limited number of existing housing stock	Homelessness Forum Landlord Forum
Reduce use of temporary accommodation	Utilise Private Rented Sector  Reduce homelessness applications	Lack of funding for alternative options  Temporary accommodation is sometimes the only viable option	ODPM
Extend housing related support to tenants in permanent accommodation	Prevent recurring homelessness	Threat of reduced SP funding	Homelessness Forum SP Commissioning Body
Improve access to private sector housing	Reduces pressure on housing stock Gives applicants more choice	Lack of interest from Landlords and Agents Limited funding available	Landlord's Forum Homelessness Forum
Review long term plans for Golden Sands	Better quality temporary housing units	Planning Environment Agency	Planning Environment Agency
Improve working relationships with key agencies	Homelessness Forum good opportunity for networking	Need strong commitment from Forum members	Homelessness Forum

Set up women's refuge	Priority of Homelessness Strategy and Community Safety Strategy	Availability of funding. Identifying safe & secure location within Adur. May need to consider premises outside District	Community Partnership Police	Safety Sussex
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## **Key priority 5 – Supported Housing**

### **Meet the needs of vulnerable groups in partnership with the Supporting People programme**

- West Sussex Supporting People Partnership works within the financial limits set by government to review and develop supported housing for vulnerable people;
- Review process of in-house services (sheltered housing , Care and Repair, homelessness support) 2004-06, as well as those provided by others
- Participation in county wide needs analysis and strategy development
- Develop joint older people's accommodation and care strategy

Adur, along with the other six districts, the Probation service, Social and Caring Services and the Primary Care Trusts make up the membership of the Supporting People (SP) Commissioning Body, which oversees the implementation of the programme in West Sussex. Adur is represented on the Commissioning Body by the Head of Housing Strategy and Need, who also chairs the Core Strategy Working Group, which undertakes detailed work on behalf of the Commissioning Body. In addition to SP, Adur will work together with the Valuing People Project to develop realistic options for People with Learning Difficulties as alternative to residential care.

The Supporting People Strategy 2005-10 was completed in April 2005 in light of the comprehensive review of the existing Supported Housing services within West Sussex during 2004. The information will be analysed to demonstrate where the gaps in services currently are, and what type of services are required to meet need. The main priorities for Adur according to the needs analysis are:

- Extra Care (this was a top three priority across the County);
- Mental Health;
- Substance and alcohol misuse.

In conjunction with the results of the service reviews, the Strategy will inform the Commissioning Body. Depending on the funds available the Commissioning Body will then be in a position to commission and decommission services where appropriate in order to plug the existing gaps in provision for vulnerable people.

The ability of the Commissioning Body to commission new services will be restricted by the budget projections over the next five years. The projections amount to a 30% (40% in real terms) cut in the total budget over the next five years. The Commissioning Body will looking to make significant savings by funding lower intensity rather than higher intensity services.

Previously the Supporting People Shadow Strategy 2003/04 gave us some indication of the specific needs within the District. The following areas are those where gaps were identified and as a result services set up or expanded:

- **Under provision of extra care services for older people with support needs**

An extra care housing scheme between Adur DC and Housing 21 has developed 10 units of extra care provision at Burchell Court. In addition, the other units at the scheme have been redeveloped to create more suitable accommodation for this age group. We are also currently working with colleagues across the County to set up an extra care strategy.

- **Under provision of supported housing for people with learning disabilities**

The Southdown floating support scheme was set up to provide support for people with learning disabilities and also for people with mental health problems who are at risk of losing their tenancy

- **Lack of floating support for people at risk of homelessness and lack of resettlement support for people moving on from temporary accommodation**

The Homelessness Support service is Adur's in-house scheme, which provides support for people who are staying in temporary accommodation. Limited support is also provided to individuals deemed as high need to ease the move into permanent accommodation

- **Under provision for rough sleepers**

Adur has never had a regular number of rough sleepers, although the situation is constantly monitored. The Homelessness Forum is considering the possibility of setting up a Multi Agency Monitoring (MAM) scheme, which will give a consistently accurate picture of street homelessness within the District.

- **Lack of housing support services for people misusing drugs and/or alcohol**

A tenancy support scheme for people with substance misuse issues was set up with SP and Homelessness Act grant funding and is provided by Sussex Oakleaf Housing Association

- **Under supply of provision for women at risk of domestic violence**

The Adur Women's Refuge Project has been operating in Adur for over two years. It provides a holistic service for women who are suffering from domestic violence but the obvious shortfall in the District is the development of a refuge

- **Under provision for teenage parents**

The Homelessness Support Service includes support for teenage parents

The Adur, Arun and Worthing Interagency Housing Group is currently working on the production of an Older People's Housing and Support Strategy, which will be published by the end of 2005. The group decided that a Strategy was necessary for the coastal region of West Sussex, in reaction to data contained within the Housing Needs Surveys of each District and Borough showing an increasingly aged and vulnerable population. In addition to the intention of the Health and Social and Caring Services to promote independence and move

away from residential care solutions. The purpose of the Strategy is to provide a common, shared approach to meet the housing and support needs of older people in Adur, Arun and Worthing in order to achieve a holistic, comprehensive and co-ordinated response across agencies to minimise conflict and avoid duplication of resources. A summary of the main aims of the draft Strategy are to:

- Promote person centered provision
- Promote choice for older people
- Promote independence and reduce reliance on institutional care
- Develop services based on evidence of needs
- Develop flexible services to address changing needs

The interagency group has committed funding to develop a joint Adapted Housing Register across West Sussex. A one year pilot started in October 2005.

West Sussex Social and Caring Services have developed housing strategies for a number of key client groups, in consultation with other agencies such as the district councils. The focus of these strategies, in particular for people with learning difficulties, physical impairment or mental health problems is on reducing institutional care and maximising independence in the community through care and support provided in the home.

'Valuing People', the Learning Disability Housing Strategy for West Sussex, seeks to widen the options for people with learning disabilities and work with all housing departments across the County, to explore appropriate housing solutions for those who may previously have had no choice but to stay in residential care.

Work with West Sussex County Council and other partner agencies on individual strategies to ensure a joined up approach is also undertaken regularly. In addition, links have been established with the West Sussex Drug and Alcohol Team (DAT).

Bids for funding for extra care housing schemes have been submitted to the Department of Health in 2003 and 2004 by social and caring services on behalf of the local authorities within West Sussex and their partners. This has resulted in a new extra care scheme being developed in West Sussex.

**What will happen if we do not have enough housing related support?**

- Vulnerable people will not have the opportunity to live independently
- Recurring homelessness will increase

<b>Options</b>	<b>Opportunities</b>	<b>Risks</b>	<b>Partners</b>
Develop new services in line with Supporting People (SP) Strategy	Fill gaps in services Well researched and accurate needs analysis	Lack of resources due to cuts in SP funding pot Resources directed to	SP Team SP Commissioning Body Service Providers

		schemes outside the District	
Secure continued funding for current services	Services play important role in assisting vulnerable clients	Lack of resources due to cuts in SP funding pot	SP Team SP Commissioning Body Service Providers
Develop a sub-regional Older Person's Strategy	Co-ordinate development of services across the County Allow people to remain in their homes for longer	Will require reallocation of resources	West Sussex TPCT Social & Caring Services Neighbouring LAs
Develop a county wide Learning Disability Strategy	Improve housing choice for people with Learning Disabilities	Lack of available adapted properties	West Sussex TPCT Social & Caring Services Neighbouring LAs
Extra care housing programme	Sites	Co-operation amongst agencies Competitive funding	LAs WSCC PCT DoH SP Team
Valuing People	Housing Strategy for People with Learning Disability	Lack of resources for appropriate housing units	West Sussex TPCT Social & caring Services District & Boroughs
County Strategy for Physical disability	Countywide or sub-regional register for Private & HA properties	Lack of resources for appropriate housing units	West Sussex TPCT Social & caring Services District & Boroughs Ability HA

## **Key priority 6 – Providing a high quality housing service**

### **Provide an efficient, high quality housing service that delivers value for money**

- Stock Option Appraisal
- Housing Inspection
- Housing Revenue Account Business Plan sets out progress towards meeting and exceeding the Decent Homes standards by 2010
- Regional choice-based lettings policy to improve efficiency of use of existing stock

14% of Adur's households live in social rented housing, with the Council remaining the single largest provider of social rented housing in the District (11.5%). In March the council owned 2,738 homes, but this is reducing as a result of the Right to Buy and the trend is forecast to continue at an average of 35 per year.

A Stock Condition Survey completed in October 2004 showed that 80% of the Council's homes met the Government's Decent Homes Standard. 14% of the housing owned by the Council currently does not meet the Decent Homes Standard. Details are shown at Appendix C. Further stock condition surveys, including asbestos surveys, are planned each year to enhance the information already collated and provide improved data for stock management and investment.

Ensuring that its housing all meets or exceeds the Standard by 2010 is a priority for this Council. The Council's planned capital programme is targeted to areas that address the Decent Homes criteria and includes kitchen and bathroom refurbishments. Double-glazing throughout the stock will be largely completed in 2005/6 on completion of two small blocks of flats programmed for 2007. Central heating and associated insulation works are expected to be completed in 2008. This will ensure that the level of thermal comfort in each home will be to a very good standard well before the Decent Homes deadline of 2010. Programmes also include environmental and safety improvements, and work to improve communal areas.

### **Housing Revenue Account Business Plan**

The Housing Revenue Account Business Plan has been revised to take account of work to meet the Decent Homes Standard. The new Plan sets out the following priorities:

- 1 To ensure that all homes meet the Decent Homes Standard by 2010 and that the standard is maintained
- 2 To provide an efficient high quality housing service that delivers value for money
- 3 To promote safe and sustainable communities by providing services that take account of diversity and respect individual needs
- 4 To ensure that the Council's stock plays a full part in meeting demand for affordable housing

## Meeting the Decent Homes Standard

### Stock Options Appraisal

During 2004 Adur Council invited Beha Williams Norman consultants to undertake a Stock Options Appraisal of the Council's housing stock. Their task was to examine the long-term options available to the Council to achieve our aims and objectives in relation to our housing stock, namely to ensure that our stock meets the Decent Homes Standard by 2010.

The appraisal showed that the Council could meet and maintain the full Decent Homes Standard with a healthy HRA revenue position for 12 years.

The tenants' aspirational standard, known as Decent Homes Plus, could be delivered for 11 years. This includes additional elements agreed with the Adur Consultative Forum and can be built into the programme.

The table below shows our budget for achieving the Decent Homes Standard by 2010

<b>Main Programme of works to 2010 by category</b>						<i>5 year total cost</i>	
	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<i>individual</i>	<i>Main category</i>
<b>Decent Homes Projects</b>							
Tests & Upgrade of electrical systems	200,000	200,000	200,000	200,000	50,000	850,000	
Kitchen & Bathroom improvements	1,745,000	2,392,000	2,392,000	2,640,000	890,000	10,059,000	
Joinery & Windows replacement	60,000	28,000	20,000	20,000	20,000	148,000	
Central heating & insulation programme	280,000	95,000	50,000	50,000	50,000	525,000	
Central heating boiler replacement programme	250,000	250,000	250,000	160,000	150,000	1,060,000	
Communal way refurbishment	20,000	100,000	100,000	100,000	100,000	420,000	
Recover flat roofs & associated work	100,000	100,000	100,000	110,000	110,000	520,000	
Re-pointing programme	63,000	60,000	60,000	60,000	80,000	323,000	
Recovering pitched roofs & associated work	45,000	60,000	80,000	80,000	80,000	345,000	
Stock condition survey - supplementary	20,000	20,000	20,000			60,000	
	<b>2,783,000</b>	<b>3,305,000</b>	<b>3,272,000</b>	<b>3,420,000</b>	<b>1,530,000</b>		<b>14,310,000</b>

<b>Decent Homes Plus Projects</b>							
The Courts Environmental works	5,000					5,000	
Roof insulation upgrade	30,000	6,000	5,000	5,000		46,000	
Cecil Norris House, laundry/lounge/comway			60,000	2,000		62,000	
Environmental Improvements	100,000	100,000	100,000	100,000	100,000	500,000	
Installation of CCTV systems	10,000	20,000	20,000	20,000	20,000	90,000	
Watling Court refurbishment	478,000	10,000				488,000	
Upgrade & repair of Car parking areas	20,000	40,000	40,000	40,000	30,000	170,000	
Upgrade of electrical systems (ext. lighting - part of elect upgrade)	40,000	40,000	40,000	40,000	20,000	180,000	
Overbath shower (within kitchen & bathroom refurb prog)	100,000	100,000	100,000	100,000	90,000	490,000	
	<b>783,000</b>	<b>316,000</b>	<b>365,000</b>	<b>307,000</b>	<b>260,000</b>		<b>2,031,000</b>
<b>Essential / General</b>							
Adaptations to homes for tenants with disabilities	250,000	250,000	250,000	250,000	250,000	1,250,000	
Replacement of door entry systems	30,000	30,000	30,000	30,000	30,000	150,000	
Asbestos survey work to housing stock linked	6,000	6,000				12,000	
Sheltered Accommodation - Office space	50,000					50,000	
Special void project - 7 Western Road - refurbishment	5,000					5,000	
General costs & sundries	100,000	100,000	100,000	100,000	100,000	500,000	
	<b>441,000</b>	<b>386,000</b>	<b>380,000</b>	<b>380,000</b>	<b>380,000</b>		<b>1,967,000</b>
<b>CATEGORY SUMMARY - budget x £,000</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>	<b>2009/10</b>	<b>20010/11</b>	<b>totals</b>	
Decent Homes Projects	2,783	3,305	3,272	3,420	1,530	<b>14,310</b>	
Decent Homes Plus Projects	783	316	365	307	260	<b>2,031</b>	
Essential / General	441	386	380	380	380	<b>1,967</b>	
	<b>4,007</b>	<b>4,007</b>	<b>4,017</b>	<b>4,107</b>	<b>2,170</b>		<b>18,308</b>



## Housing Inspection

In November 2004 the Council invited the Audit Commission to inspect our Housing Landlord Services. The judgement was given in two parts: the first an assessment of performance to date and the second on the prospects for improvement. The Audit Commission found that the service we provide to our tenants is 'fair' and the prospects for improvement are 'promising'.

The inspection team gave the service one star out of a possible three because tenants find it easy to access services, they are largely satisfied with the service, planned works are carried out to a good standard and high levels of rent are being collected. However, the inspectors also found that there was room for improvement and among their recommendations:

- Ensure that performance management and customer satisfaction monitoring covers all service areas and takes into account the diverse needs of all tenants and leaseholders
- Update the published tenants' charter and service standards, and agree appropriate reporting schedules with tenants and leaseholders
- Explore fully the opportunities available to modernise the procurement within the landlord service

The full recommendations will be addressed in an Action Plan, which has been approved by members, and included in the Housing Management Services Divisional Plan 2005/06, to be monitored by members and officers in order to bring about real service improvement.

## What will happen if we do not improve the housing stock?

- We will fail to meet the Decent Homes target
- The health, safety and choices of residents will be put at risk
- We will not make best use of our resources

Options	Opportunities	Risks	Partners
Ensure all homes in the Council's stock meet the Decent Homes standard by 2010	Stock options appraisal Housing Inspection	Capital resource availability	Council tenants Leaseholders GOSE
Deliver additional elements of standard Decent Homes Plus	Decent Homes Programme	Capital resource availability	Council tenants Leaseholders GOSE
Develop systems to manage and monitor performance and value for money	Procurement processes		Council tenants Leaseholders GOSE

## **Key Priority 7 - Promoting a Healthy Private Sector**

### **Ensure a sufficient supply of decent, accessible and good quality housing in the private sector**

- Results of private sector stock condition survey to assist in determining resources required and targeting them in Housing renewal policy
- Develop policies for enabling private owners to use capital tied up in their homes to help improve them
- Expand assistance for older and vulnerable people to access improvements

### **Promoting a healthy private sector**

The private sector makes up the large majority of the housing stock in the District. Over 80 per cent of properties are owner occupied and 8 per cent rented from private landlords. It is therefore important that the Council remains aware of any serious issues of disrepair and problems with the upkeep of properties, in order that the District continues to prosper.

### **Private Sector Housing Renewal Strategy**

The Private Sector Housing Renewal Strategy (PSHRS) is currently being drafted and is expected to be adopted by members in Spring 2006.

The Strategy aims to contribute to the achievement of the overall vision for housing in Adur and to achieve its aims, the strategy's main objectives are:

- To contribute towards and complement other strategies for the well-being of the community of Adur through developing safe, healthy and sustainable communities where people want to live
- To reduce the number of unfit dwellings within the District
- To ensure satisfactory standards of repair, safety and amenity in private sector dwellings
- To assist low income owner occupiers and tenants with a repairing obligation to maintain their homes in a reasonable state of repair
- To assist people with disabilities to remain in their home where they wish to do so, and the dwellings can be reasonably and practicably be adapted to meet their needs
- To reduce the number of dwellings that have remained unoccupied for longer than twelve months

### **Private Sector Housing Conditions**

A Private Sector House Condition and Energy Efficiency survey was carried out during 2004. The proportion of unfit dwellings in Adur has dropped significantly since the last survey in 1994, from 8.4% and 3.7% (829 dwellings). The current level is below the equivalent national average of 4.1%. The cost of repairing and improving these homes is estimated at £4.52m, an average of £5,452 per dwelling.

Although the current housing legislation and the yet to be implemented Housing Act 2004 do not specify the standard for private sector homes, the survey assessed the stock against the 'Decent Homes Standard' for public sector stock. 16.8% (3746), whilst not unfit, fail the standard because of disrepair, unsatisfactory amenities or poor thermal insulation. The cost of bringing these homes up to standard is estimated at £9.5m, an average of £2,536 per dwelling.

Poor housing conditions within the District were found to be associated with households in social and economic disadvantage. This affects the ability of households to repair and improve their dwellings, in particular:

- Elderly households
- Households on benefit and/or low incomes.
- Vulnerable households

In addition there is a significant lack of perception of housing condition problems among households, with the majority of households who live in unfit dwellings stating that they are "reasonably" satisfied with their current housing.

### **Emerging Issues**

The results of the survey show that in the main the private sector is in generally good condition although there are individual "hotspots" of poor quality housing. The extent of unfitness at below the national average and the decline in unfitness over the ten years since the last survey in 1994 suggest that dealing with unfitness in owner-occupied property need not be a strategic priority for the Council.

### **Energy Efficiency in the Private Sector**

Whilst improving energy efficiency is recognised as a national priority, a bid for resources for 2004/05 to target energy efficiency in homes was unsuccessful. Energy efficiency has not been one of the Council's priorities in the past but we recognise that this is an area in which we need to improve. In May 2005 we attended a seminar to discuss proposals to create a Sussex Sustainable Energy Partnership, which it is hoped will follow the example of Cornwall, which was awarded Beacon status for its Sustainable Energy work earlier this year.

Within existing resources the following action has been taken and will continue, until such time as staff resources can be diverted:

- The Council has a Service Level Agreement with the West Sussex Energy Efficiency Advice Centre (EAGA), to publicise the availability of grants for insulation improvements.
- Since the summer of 2004, the Council has been working in partnership with HCL energy, an organisation that promotes home insulation with the availability of grants. In the first six months of the scheme 116 additional properties had cavity wall insulation and 57 had loft insulation.

- All applicants for Disabled Facilities and Home Repair Grants are provided with information on the availability of grants for home insulation.

### **Empty Homes**

The Council has demonstrated that compulsory purchase can be an effective, if time-consuming, means of dealing with individual properties that have remained empty for many years and have become a blight upon local environmental quality.

It is hoped that the publication of an Empty Property Strategy will help free some resources towards a programme of compulsory purchase or compulsory leasing where appropriate to do so. (**See Key priority 3**).

### **Adur Private Landlords Forum**

The Adur Private Sector Landlords Forum was launched in June 2004. The Forum was held as an opportunity for the Council to raise the profile of its Housing Options department, which advises clients regarding their options in the private sector, and to consult with stakeholders concerning the future delivery of the rent in advance and bond deposit scheme. Since November 2005 the Forum has been held in partnership with Worthing Borough Council.

### **Private Sector Leasing**

Adur has been running its own Private Sector Leasing Scheme for almost ten years and it is expanding year by year. As well as helping to enable the Council to meet its Bed & Breakfast target, the scheme ensures that a high quality level of temporary accommodation is available to homeless applicants. The scheme has also facilitated a good relationship between the Council and the private sector, and the development of the Forum will further the opportunity to discuss upcoming issues. We will also be using the forum to consult on the best ways to involve private landlords in the direct housing of homelessness applicants.

### **Housing Benefit**

Housing Benefit (HB) is still perceived as an unattractive option for private landlords when renting their property to tenants. The delivery of HB has improved considerably over the past few years, but issues such as payments being made in arrears and set rent levels are often raised by landlords as being the reasons why they will not accept HB claimants as tenants. The Housing Benefit department along with Housing Options is working with landlords and agents to look into ways that will make it easier for tenants to access the private sector. Both departments were involved with workshops at the Private Landlords Forum.

### **Adur Care and Repair**

Adur Care and Repair is the in-house Home Improvement Agency jointly funded by Adur District Council and Supporting People. In partnership with the Environmental Health Department, the agency assists older and disabled homeowners to repair and adapt their homes. The Agency also offers advice and sign posting to other relevant services and organisations on request. During 2004/05 the Agency assisted 12 people through their hardship fund

and 25 people to claim over £30,000 in previously unclaimed welfare benefits. Performance is monitored internally and by the Supporting People Team, who reviewed the service in September 2004. Care and Repair are now working to an action plan that will result in them achieving C grade status.

### Disabled Facilities Grants

Disabled Facilities Grants (DFGs) are mandatory grants awarded to qualifying residents to enable greater independent living. From December 2005 they will no longer be means tested. Applicants are assessed for a range of adaptations including, level access showers, stair-lifts and other specialist equipment. During 2004/05, 61 jobs were completed and the total value of grants made was £261,000. Local Authorities in West Sussex are represented at a Disabled Facilities Research Group that meets quarterly to develop a combined approach on the delivering of DFGs in West Sussex. Information and good practice is shared and legislation and guidance is reviewed. A countywide review, primarily focussing upon the referral process from West Sussex social services is being undertaken by the County's scrutiny committee. Adur, in partnership with the other West Sussex authorities, will seek to address any issues raised from the review.

### What will happen if we don't promote private sector housing?

- The health, safety and choices of residents will be put at risk
- Areas of the District could become run down
- Properties will remain empty at a time when people are unable to meet their housing needs

Options	Opportunities	Risks	Partners
Monitor standards of RSL stock	Maximise the number of 'decent homes' in the District	May not meet 'decent homes' standard	RSLs Housing Corporation Audit Commission
Reduce unfit dwellings in private sector	House Condition and Energy Efficiency survey  Private Sector Housing renewal Strategy	Availability of private sector finance  Council capital resource availability	Home owners Lenders Housing Associations
Enable vulnerable home owners to remain in their homes	Increase funding for Care & Repair service	Dependent on SP reviews	Care & Repair SP Team SP Commissioning Body

Develop sub-regional Disability Housing Register	Pool resources with other agencies	Must ensure clear nomination procedure	Social & Caring Services Neighbouring Local Authorities TPCT
Consult with Private Sector Landlords	Landlord's Forum	Commitment from agents and landlords	Private sector landlords Estate Agents Housing Benefit

## **Key priority 8 – Key worker Needs**

### **Meet the needs of those whose employment is of particular importance to the local economy**

- Complete research with other partners over key workers' housing needs
- Work with neighbouring authorities on cross boundary nominations

Adur District Council recognises that it is a realistic aspiration for people to live within a reasonable distance from their employment. The continued rise in house prices across the whole south-east region has meant that this is becoming increasingly difficult for a large section of the population and especially those people working in the public sector.

A Key worker is a person delivering an essential service to the local community or economy. Key worker Housing is provided to people delivering an essential service to the community, where severe recruitment or retention difficulties exist, and they are unable to meet their housing requirements without support. The Key workers included in each scheme vary from area to area, depending on the needs of the local community.

The 'Key worker Living Scheme' administered by the Government appointed zonal agent for Sussex, Moat Housing Association, has been in operation since April 2004. In total for the Sussex region there will be 270 places over the next two years, with applicants entitled to a loan of up to £27,000. Early indications are that a number of Key workers resident or working in the District have shown an interest in the scheme. Between April 2004 and June 2005, eight Key workers working in Adur have shown an interest in the scheme, two of whom have completed the purchase.

The Coastal Key worker Alliance was formed in June 2005, the purpose of which is to exchange and gather information regarding the needs of all key workers, promote good practice and look into potential solutions. The Alliance membership includes the coastal districts and boroughs, Sussex Police, West Sussex County Council and the Local Strategic Partnerships.

West Sussex County Council key worker research data suggests that within Adur there is a total requirement for existing key workers and new recruits of 165 low cost units. This figure is based on a survey of teachers and social and caring services key workers that had a response rate of 34 per cent. However, there is concern that the data may be based more on key workers' aspirations rather than actual need. During this Strategy we will be carrying out further work separating the housing aspirations of key workers from their actual need. We will also be gathering information on key workers who are part of the Government's definition but about whom we currently have limited information.

We are concerned that there is a danger of over providing shared ownership accommodation for existing key workers, whilst there are a range of

employees in other areas of the public and private sectors that find it increasingly difficult to access *Affordable Housing*. What is required for such workers is affordable rented housing. Part of our response to the draft Regional Housing Strategy included these comments, and it is hoped that the Government will acknowledge these concerns and subsequently broaden the key worker categories to include other workers essential to the local community. In the meantime, as part of the action plan, we will liaise with other agencies locally to explore which professions should be included in a local Key worker definition.

The Key worker housing survey research suggests that teachers and people working within social and caring services prefer to live some distance from where they work (between an average of 9.8-13 per cent). This indicates that it may be more appropriate for neighbouring areas to house each other's Key workers. Discussions have been held with Worthing council regarding setting up a system of cross boundary nominations between Adur and Worthing, which has been agreed by members in the two areas. Discussions are also taking place with the Arun district.

Data from the Housing Needs Survey indicates that in the cheapest area of the District (Lancing) a minimum income of £24,000 (Land Registry Database December 2002) is needed to buy a one bed property. Updated figures show that an annual income of approximately £35,000 is required to purchase a flat in the District. This indicates that newly qualified teachers, social workers and occupational therapists would struggle to enter the market without assistance as their average annual starting salary is approximately £18,500.

The table below shows the number of on going or proposed schemes within the District, which include a shared ownership element:

<b>Scheme</b>	<b>No. of S/O units</b>	<b>Status</b>
Ropetackle	20	On going
Sussex Wharf	Approx 30	On going
Parcelforce	Up to 11	Proposed
Southlands Hospital	Approx 10	Proposed

**What will happen if we do not assist Key workers to access housing?**

- We will fail to recruit staff for jobs that are essential to the community
- Experienced staff may not remain in their posts
- We will not aid employment of local people

<b>Options</b>	<b>Opportunities</b>	<b>Risks</b>	<b>Partners</b>
Increase percentage of properties on developments available for key workers	Key worker schemes require less grant	Properties still too expensive for Key workers Less resources available for <i>Affordable Housing</i>	Preferred HA partners Developers Housing Corporation

Work with partner agencies regarding land allocation	Potential land availability across the District Will minimise the amount of grant required	Staff may not want to live where they work Requires commitment from all agencies	West Sussex CC TPCT Social & Caring Services English Partnership
Work with neighbouring Local Authorities to develop joint Key worker schemes	Can share resources Build on good working relationships	Must ensure clear nomination agreements	Worthing BC Arun DC
Broaden Key worker definition	Will be able to assist larger number of people	May be difficult to resource these developments	Local employers Public Sector employers
Contribute to West Sussex PSA target for Affordable Housing	Will guarantee a minimum number of Key worker developments	Success in meeting target relies equally on other LAs in West Sussex	West Sussex CC Local Authorities in West Sussex

## **Key priority 9 – Community Safety**

### **Reduce crime, the impact of crime and the fear of crime**

- Supported housing work with ex-offenders, victims of domestic violence etc needs to continue;
- Extend SAFE (Safe Action For the Elderly) scheme to specifically cover victims of domestic violence to remain secure in their own homes
- Develop a Women's Refuge in the District

The Crime and Disorder Reduction Partnership (CDRP) was formed in 1998 with responsibility to review community safety and to publish a strategy. A new Community Safety Strategy was published in May 2005, focusing on the results of the crime audit, which was undertaken in December 2004. The Strategy only relates to crime in line with the Government's PSA crime reduction targets, which is a distinct move away from the broader community safety issues of previous strategies. The Partnership's current aims are to:

'reduce crime, the impact of crime, lessen the fear of crime and improve the quality of life within the community by creating a safer district for all those who live in, work in and visit Adur. The Crime and Disorder Reduction Partnership will prioritise the needs of vulnerable groups, particularly older people, younger people and ethnic minority communities while achieving its objectives'.

The main areas where the Adur Crime & Disorder Reduction Partnership (CDRP) links with the Housing Strategy:

- Developing a substantive Anti-Social Behaviour Policy in relation to all tenures
- Engaging in good practice to improve the visual environment
- Work closely with the Safer Adur Team to reduce Anti-Social Behaviour
- Provide stable housing with tenant support
- Support young people via the Fresh Start project
- Provide one to one support for tenants with drug related issues
- Witness Protection Programme – Adur investigates the possibility of re-housing vulnerable witnesses
- The Housing department participates in the Multi-agency Public Protection Panel (MAPPP) and the working group that feeds into this, the Risk Assessment Meeting (RAM). Representatives from Sussex Police, Sussex Probation, Social Services, Forensic Mental Health Services and Housing meet monthly to share information, discuss areas of concern and monitor arrangements relating to ex-offenders that reside within the area of jurisdiction. This enables a pro-active approach to the risk management of such offenders in the local community.

### **Youth issues**

The Fresh Start project provides up to four units of accommodation for young ex-offenders with specialist support. The scheme contributes to preventing recurring homelessness which is often a feature of this client group, as

success with support leads to a secure tenancy enabling the support to be transferred to another client.

A counselling service is available for direct referrals from the Homelessness service for young people and family mediation.

### **Misuse of Drugs, Alcohol and other Substances**

The Supporting People-funded tenancy support service exists to help people with substance misuse problems to cope and thus retain accommodation they would otherwise be at risk of losing.

### **Domestic Violence**

Supporting People funding has been utilised in order to set up a holistic drop in service for female victims of domestic violence. The Adur Women's Refuge Project (AWRP) has operated successfully from within the Civic Centre since October 2003, and works closely with the Homelessness service to help victims explore their housing options. The search for a suitable site and funding for a refuge in the District goes on. Although Domestic Violence is no longer on the CDRP target list, it remains a corporate priority and we will participate fully in the area of reducing Domestic Violence and supporting victims by:

- Extending the Adur SAFE (Security Action For the Elderly) scheme to include victims of domestic violence;
- Taking a lead role in the Adur Domestic Violence Forum;
- Working closely with the West Sussex Domestic Violence Team to deliver the County Strategy, launched in March 2005, locally;
- Setting up a weekly Domestic Violence information shop;
- Engaging with the Women's Refuge Project to provide refuge places in the District;
- Developing a refuge;
- Responding to the requirements of *Best value* Performance Indicator 225;
- Exploring other issues around DV reduction that do not involve housing

### **Environmental Issues**

Environmental issues such as graffiti, vandalism, anti-social behaviour and nuisance are of serious concern to the community. Hot spots will be targeted as and when they are found and the project teams will seek to tailor a solution that is suitable to the location and community needs.

### **SAFE (Security Action For the Elderly)**

The SAFE scheme was set up in 1996 and is sponsored by Adur DC and Sussex Police, and run by Adur Care and Repair. The intention of the scheme is to help victims of burglary (or those in fear of, or at risk of such crime) who are either elderly or vulnerable and possibly on a low income. The scheme has also accepted referrals from victims of domestic violence, and it is planned to increase this area of work on a more formal basis.

People referred to the scheme are offered door and window locks, door viewers and chains, smoke detectors and key safes. 183 enquiries were

received in 2004/05 and have increased steadily year on year. Plans to expand the scheme to cover other home safety issues linked to enabling greater independent living at home are being discussed.

### **SAFAR (Safe Action For Anyone at Risk)**

We are currently exploring the possibility of extending the SAFE scheme to include victims of domestic violence, which would give victims of domestic violence the opportunity to stay in their own homes if that is their wish, rather than be placed in temporary accommodation or a Refuge.

### **What will happen if we do not provide services for victims and perpetrators of crime?**

- We will fail to protect the community
- We will fail to reduce crime
- Victims will have less opportunity to rebuild their lives
- Perpetrators / offenders may be more likely to re-offend

<b>Options</b>	<b>Opportunities</b>	<b>Barriers</b>	<b>Partners</b>
Expand SAFE scheme to include people suffering DV	Funding may be available through Community Safety Partnership	May not be a priority of the Community Safety Partnership	Community Safety Partnership Care & Repair Sussex Police
Set up weekly DV information shop	Premises and resources available	Needs full commitment of all stakeholders	West Sussex County Council DV Team DV Working Group
Continue to support Fresh Start scheme	House ex-offenders thereby reducing homelessness and potential for anti-social behaviour	On going support can be difficult to secure	Sussex Probation
Set up women's refuge	Priority of Homelessness Strategy and Community Safety Strategy	Availability of funding Problems with finding safe & secure location within Adur. May need to consider premises outside the District	Community Safety Partnership Sussex Police

## Key priority 10 – Meeting the needs of the minority population

### Equality and Diversity: addressing the housing needs of Black and minority ethnic groups, hard to reach groups and other minority groups

- Build on results of 2004 housing equalities inspection

Data from the Housing Needs Survey indicates that the black and minority ethnic (BME) population of Adur is relatively small at 3.6 per cent of the District household population. The table below shows how this is broken down.

<b>Ethnicity</b>	<b>%</b>
White Irish	24.4
White Other	36
Mixed Race Caribbean	5.7
Mixed Race African	1.6
Mixed Race Asian	8.4
Other mixed	6.3
Black Caribbean	3
Black African	1.1
Other Black	0
Bangladeshi	0.4
Indian	1.7
Pakistani	4.5
Other Asian	2.2
Chinese	1.4
Other ethnic	3.3
<b>Total</b>	<b>100</b>

As part of the Survey we conducted specific research into the needs and aspirations of the BME population, to see whether there were any specific needs that were not being met or issues that disproportionately affected minorities in the District. The research found:

- The large majority of BME households are living in 2 and 3 bed accommodation
- A higher number of BME respondents have a mobility problem than in the population as a whole
- The proportion of BME households earning less than £23,000 is lower (49.1 per cent) than in the population as a whole (56.1 per cent). Overall income levels within BME households are similar

The number of lettings to BME households during 2004/05 was 4 per cent, which was a 2.4 per cent rise on the previous year. The survey of Adur's Council tenants, which was carried out in 2003, found that 4 per cent of tenants who replied were from a Black and Minority Ethnic background.

During July and August 2004 the Housing Quality Network carried out an 'Equality and Diversity' review of Adur's Housing Services. The aim of the review was to assess housing services against the equalities performance indicators that were used in the November Housing inspection. The reviewers evaluated all aspects of the Housing Department including: Corporate and Strategic Framework, Employment and Training, Access to Housing and Lettings and Repairs.

The overall assessment was 'One star with uncertain prospects of improvement', and one of the key factors limiting progress was stated as a perceived lack of strong corporate drivers at both staff and member level.

Some of the key recommendations were:

- Create a Housing Action Plan with revised, measurable targets and set up mechanisms for monitoring
- Press for increased action, including scrutiny, at corporate and member level
- Set BME targets for lettings
- Adopt 2001 Census categories for data collection
- Encourage involvement of younger and BME people in tenants' and residents' associations
- Review the anti-social behaviour policy so that it specifically mentions tackling harassment

In response the Council has adopted a three year Equality and Diversity Action Plan 2005/08, the objective being to 'adopt SMART practices for ensuring that all areas of service delivery are monitored by diversity and evaluated annually to ensure that they are provided equally and fairly to all our customers'.

Some of the recommendations that we have already begun to implement are:

- We have set BME targets at 4% of lettings, which we met during 2004/05;
- We have implemented Corporate Abuse policies for vulnerable adults;
- We have new procedures in place to ensure the Housing Advice and Options service reaches all parts of the community;
- We are actively promoting the Advice and Options service, amongst a broader section of the community, including in Adur Outlook magazine which is read by every household in the District

### **What will happen if we do not address the housing needs of minority groups?**

- Our services will not meet the needs of all our customers
- Some people from minority groups will not feel part of the community
- Some people from minority groups will not be able to fulfil their potential

<b>Options</b>	<b>Opportunities</b>	<b>Risks</b>	<b>Partners</b>
Improve minority groups' participation in decision making	Encourage existing resident's groups to be more inclusive	Minority groups can be hard to reach	Resident's Associations Estate Management Officers
Improve number of lettings to minority groups	Introduce BME targets		Lettings Department
Implement recommendations of HQN report	Will improve Council performance	Needs to be adopted at member/corporate level	Corporate management Team (CMT) Council Members Lettings Dept
Improve corporate and member leadership on minority issues	Will give a clear organisational steer on minority issues	Difficult to influence	CMT Council Members

## **Part C: Housing Priorities, Resources and Maximising Investment**

### **1.1 Capital Investment – how we prioritise our spending**

Adur's investment strategies are geared towards meeting the objectives set out in our Corporate Plan and are contained within the Council's Asset Management Plan and Capital Strategy 2003, which have been recognised as fit for purpose by the Government Office for the South East.

The Council's Capital Strategy is designed to support the Council's corporate programme by providing a framework within which the use of capital resources – both financial and physical assets - can be co-ordinated and allocated in accordance with our key objectives. The Council has limited resources with which to fund any proposed capital expenditure. An effective capital strategy is required:

- To ensure that any proposed scheme can be justified, offers value for money, and will enable the Council to meet its objectives
- To deal with competing demands for scarce resources in a fair and transparent manner
- To place the decision making process for capital within the overall corporate planning framework
- To minimise net revenue costs, so schemes are self-financing.

There are three elements to investment in housing in Adur:

- 1: the degree to which our own capital programme is used to achieve the desired results, in terms of improvement of the stock both public and private, and development of new Affordable Housing; this also covers any use of the Council's land assets for these purposes
- 2: the degree to which we are able to attract external investment from other partners or agencies for Affordable Housing development in particular;
- 3: the degree of private investment possible in the District from developers, both in terms of speculative development to meet Local Plan objectives and also Affordable Housing elements.

All proposals for capital projects are subject to a prioritisation process and scored against the degree to which they met legal requirements and the Council's priorities. Additionally they are all subject to the Prince 2 Lite project management process. This is managed by the officer / member Asset Management Working Group and agreed by the Policy and Resources Committee. For 2005/06 over £7.2m worth of capital bids including General Fund non-housing items were tabled and prioritised. In the event all the housing-related bids were prioritised by members.

## 1.2 Housing Capital Sources and Expenditure 2004/5

The table below sets out housing capital sources and expenditure in 2004/5

<b>Table 1.1 Funding Source</b>	<b>Budget £000</b>	<b>Expenditure £000</b>	<b>% Spend of Budget</b>
Housing Investment Programme	3,078	3,153	102
<b>Funding</b>			<b>Variance ££</b>
Major Repairs Allowance	2,046	2,054	8
SCE(R)	685	685	0
Revenue Contribution	647	647	0
Leaseholder Contributions	0	67	67
<b>TOTAL</b>	<b>3,078</b>	<b>3,153</b>	<b>75</b>
<b>ADP</b>	<b>240</b>	<b>240</b>	<b>100</b>
<b>Recycled Capital Grant</b>	<b>500</b>	<b>500</b>	<b>100</b>

Major repairs and improvements to the Council's own stock are financed through the Housing Investment Programme and a budget of £3,078 was set in 2004/5.

The main sources of capital funding for improvements to private sector housing and new building programmes are capital receipts through sales of the Council's housing stock under Right to Buy, and grant funding from the Housing Corporation's Approved Development Programme (ADP).

25% of capital receipts from the sale of council can be 'recycled' to fund the capital programme. A reduction in receipts from £3.9 million in 2003/4 to £2.4 million in 2004/5 and down to £1.6 million in 2005/6 is of some concern.

The Council currently makes a revenue contribution to capital of some £350,000. Future capital programmes include an extra £1 million expenditure, the revenue consequences of which will be funded by reductions in the revenue contributions.

## 1.2 Capital expenditure planned 2005 to 2010

The table below sets out our anticipated capital investment over the lifetime of this strategy. The four main areas of investment relate to improvements to the Council's own stock; support for new house building; Disabled Facilities Grants to pay for adaptations to homes; and private sector renewal through the Home Repair Assistance Grants. These are dealt with in more detail in the following pages.

**Table 1.2 The Housing Capital Programme 2005-2010 (summary)**

Item	2005/06 £000	2006/07 £000	2007/08 £000	2008/09 £000	2009/10 £000
Investment in Council stock	3,708 *	4,007	4,007	4,017	4,017
LA support: new housebuilding	0	600	1,200	200	200
Disabled Facilities Grants	300	300	300	300	300
Home Repair Assistance Grants	85	85	85	85	85
<b>Total HIP</b>	<b>4,093</b>	<b>4,992</b>	<b>5,592</b>	<b>4,602</b>	<b>4,692</b>

\* revised budget

Overall a Council housing capital programme of approximately £3 - £3.5m per annum can be supported, together with the use of any ring-fenced capital receipts funded from usable receipts, Major Repairs Allowance, borrowing approvals etc.

One of the principles of the Stock Options Appraisal process was that there would need to be an ongoing investment in the Council's own stock to ensure the Decent Homes Standard is met and exceeded by 2010. This does not leave much room for the use of borrowing to subsidise the development of additional Affordable Housing, or for grants to improve the private rented sector.

### **1.3 Investment in the Council's stock**

Financial projections undertaken as part of the stock options appraisal by Beha Williams Norman Ltd covered the Private Finance Initiative (PFI), Arms Length Management, stock transfer, and retention. Taking into consideration the stock condition survey carried out by Dyson's, Beha Williams Norman Ltd were confident that the Council could meet the aspirational standard by 2010. The stock options appraisal has been submitted to GOSE and the ODPM and signed off in compliance with the ODPM guidelines. An extract from the report complete with financial data is attached in the appendix.

Projections showed that the Council could sustain existing levels of spending on the stock for 12 years and maintain the decency standard for that time. Projections assumed making maximum revenue contributions to capital, not using Right to Buy receipts for this purpose, and using maximum supported borrowing with housing subsidy. The inputs used in the financial projections were based on the budgets for the HRA for financial year 2004/05 updated. Details of the costs of meeting the Decent Homes Standard are shown at Appendix D.

The assessment included stock type, interest Rates of 2.5% RPI, a discount rate of 6% which is recommended by ODPM and average rents of £58.36 net

to achieve convergence by 2011/12. Voids, service charges, right to buy, miscellaneous income, subsidy, supervision and management and repair costs were also included in the calculations. The only other potential viable option was that of stock transfer, which would give the authority a net receipt of around £12 m and a share of Right to Buy sale income after transfer. However, there were some revenue costs to this and an overwhelming desire from tenants to remain with the Council. The current level of investment (£3 - £3.5m per annum) on the stock would be likely to be maintained.

**Table 1.3** below sets out our actual and planned income and expenditure for 2004/5 and the period of this strategy through the Housing Revenue Account.

**Table 1.3 Council Housing Revenue Account (HRA) projections**

	Actual	Planned				
	2004/5 £000	2005/6 £000	2006/7 £000	2007/8 £000	2008/9 £000	2009/10 £000
<b><u>Income</u></b>						
Rents	8,345	8,261	8,530	8,693	8,800	8,900
Other income	1,156	1,155	1,134	1,128	1,124	1,117
HRA Subsidy receivable	0	0	0	0	0	0
<b>Total</b>	<b>9,501</b>	<b>9,416</b>	<b>9,664</b>	<b>9,821</b>	<b>9,924</b>	<b>10,017</b>
<b><u>Expenditure</u></b>						
Repairs and Maintenance	1,680	1,850	1,820	1,820	1,820	1,820
Capital charge	6,833	764	761	810	860	910
Depreciation of fixed assets	1,918	1,881	1,873	1,870	1,865	1,860
Revenue contribution to capital	647	350	350	350	350	350
Management Costs	2,118	2,299	2,401	2,471	2,545	2,619
Special Services	827	881	912	944	979	1,010
Rent Rebates	255	75	0	0	0	0
Net HRA Subsidy repayable	1,391	1,285	1,580	1,580	1,580	1,580
<b>Total Expenditure</b>	<b>9,465</b>	<b>9,420</b>	<b>9,697</b>	<b>9,801</b>	<b>9,913</b>	<b>10,021</b>
<b>(Surplus)/Deficit</b>	<b>-36</b>	<b>4</b>	<b>33</b>	<b>-20</b>	<b>-11</b>	<b>4</b>

## 1.4 New Affordable Housing Programme

Investment in new affordable housing is financed from a number of sources. Adur District Council has set aside a budget of £200,000 in 2006/7, £120,000 in 2007/8 and £200,000 per annum in the following years. This is financed through capital receipts which may vary from year to year, and commuted sums received from private sector developers as contributions to affordable housing secured through the planning system.

Adur relies to a significant degree on external funding to deliver new affordable homes. The primary sources are investment by Registered Social Landlords and Housing Corporation allocations. Bids totalling 3,895,973 for 76 rented and 13 shared ownership units were submitted to the Housing Corporation for the years 2006/7 and 2007/8 and total allocations of £1,474,000 secured for 24 social rented units.

## 1.5 Investment in Private Sector Housing

Adur District Council invests in private sector housing stock through:

- Disabled Facilities grants for adaptations – financed by Specified Capital Grant to the value of 60% of each grant from the Government and the Council's contribution of 40%. £300,000 is budgeted for these grants each year.
- Home Repairs Assistance Grants – financed by the Council's capital programme with an annual budget of £85,000.

## 1.6 Revenue Expenditure – the General Fund

The revenue budget of the Council's general fund funded services, largely comprises staff costs and short-term projects. It is prioritised and managed through the setting of the Council's budget, considered by members in the autumn. Monthly monitoring and re-allocation is undertaken to ensure that budgets are utilised and that they meet strategic objectives, as identified in the Corporate Plan.

The Council's General Fund revenue expenditure 2005/06 is analysed in **Table 1.4** on the next page.

Medium term revenue pressures in this area of the Council's work have been highlighted. It is anticipated that the expenditure levels and ongoing grant will be largely at similar levels as 2005/06 during the lifetime of the Strategy, with the following exceptions:

- The Council's Housing Needs Survey will need to be re-done during 2007/08, probably as a Housing Market Assessment;

- Supporting People grant, in total up to £1.2 million, comes into Adur based services. A concern for the Council is the degree to which funding cuts to this programme will affect Supported Housing services;
- Homelessness Act grant funding. This funds a Housing Options post and part of the counselling service. The funding is not yet confirmed for 2006/08 but projections are made on the basis that it will be. In order to meet the temporary accommodation reduction target, a further £25,000 grant for 2006/08 has been requested.

**Table 1.4**

<b>General Fund expenditure on Housing Services</b>	<b>Expenditure</b>
Housing Benefits and Administration	£438,330
Homelessness Management (includes £30,000 Homelessness Act grant funding, and £70,000 Supporting People Grant to Homelessness Support)	£131,860
Homelessness Prevention	£46,230
Private Sector Leasing	£88,160
Enabling & Strategy Development	£58,290
Care & Repair (includes £30,000 SP grant)	£105,880
Housing Advice	£57,110
Private Sector Housing (General)	£367,980
<b>Total</b>	<b>£1,293,840</b>

Figures for Housing Benefit include Housing Benefit subsidy and grant.

## **1.7 Supporting People**

In addition, the Council commissions housing related support under the Supporting People programme in partnership with local authorities in West Sussex. The Supporting People Commissioning Body is responsible for a grant allocation of £16m to schemes throughout the County. Specific allocations will be based on a formula relating to levels of need. West Sussex is working on a range of responses.

The allocation of Supporting people Grant for West Sussex in 2005/06 is £15,374,370, a reduction of £864,210 from the 2004/05 allocation. This represents a 5.32% reduction in cash terms, which after taking account of inflation is in excess of 8%. This follows a year where West Sussex Supporting People was unable to offer inflationary uplift to the schemes it funds.

Savings made during 2004/05 allow us to make up some of the reductions and offer an inflationary uplift at the start of 2005/06 of 2.5%. However, whilst there is scope to cover this in the immediate term through additional savings, we will need to identify significant savings in 2006/07 and beyond to maintain

services at their current level. There are indications of heavy reductions in the West Sussex budget in later years.

**Table 1.5** below shows the level of funding provided through the programme in 2004/5.

<b>Table 1.5 Client Group</b>	No. of units	Proportion of units	Proportion of funding
Older people with support needs, including frail elderly	1219	81.0%	16.3%
People with learning disabilities	56	3.7%	17.7%
People with mental health problems	82	5.4%	19.4%
People with a physical or sensory disability	10	0.7%	1.8%
Young people and young parents	82	5.4%	19.7%
Homeless people with support needs	37	2.5%	17.9%
Cross authority projects (including domestic violence and substance misusers)	19	1.3%	7.2%
<b>Total</b>	<b>1505</b>	<b>100%</b>	<b>100%</b>

### 1.8 Tenant Satisfaction ratings: 2003/04

In 2003/04 a STATUS survey of the Council's tenants was carried out to measure customer satisfaction levels with the housing landlord service. The results informed the relevant Best Value Performance Indicators (BVPIs) as shown below:

BVPI 74 (i) *“The satisfaction of tenants of Council housing with the overall level of service provided by their landlords – black and minority ethnic tenants.”*

65% of tenants (no comparison for previous survey in 2000) are either very or fairly satisfied with the service (20 tenants)

BVPI 74(ii) *“The satisfaction of tenants of Council housing with the overall level of service provided by their landlords – non black and minority ethnic tenants.”*

82.9% of tenants (81.1% in 2000) are either very or fairly satisfied with the service (832 tenants).

BVPI 75 (i) *“The satisfaction of tenants of Council housing with the opportunities for participation in management and decision making in relation to the housing service provided by their landlord – black and minority ethnic tenants”*

68% of tenants (no BVPI in 2000) are either very or fairly satisfied with opportunities for participation (25 tenants)

BVPI 75(ii): *“The satisfaction of tenants of Council housing with the opportunities for participation in management and decision making in relation to the housing service provided by their landlord – black and minority ethnic tenants”.*

72.6% of tenants (70.5% in 2000) are either very satisfied or fairly satisfied with opportunities for participation (672 tenants)

Other salient facts emerging from the survey were:

85.5% thought the service was value for money (82.7% in 2000)

87.3% were satisfied with their accommodation (84.9%)

77.2% satisfied with the area (80%)

87.3% found staff helpful (88.9%)

85.1% thought staff were able to deal with their problem (81.3%)

89.1% thought service was good at keeping people informed (84.1%)

82.3% felt notice was taken of tenants' views (70.5%)

The survey will be repeated in 2006/07.

## 2. Development of new Affordable Housing

### 2.1. Performance to date

The policy in recent years has been, in the main, to look to external funding sources to fund the development of affordable housing, although where identifiable Council assets such as redundant allotment land have been used, often with land disposal at below market value.

Over the last 8 years, there has been an average of 41 new affordable homes per annum completed, funded largely, though not exclusively, from Housing Corporation Social Housing Grant. The bulk of the affordable housing development programme has relied on the use of Housing Corporation grant, developers' contributions and use of resources such as transferred borrowing approvals from other partners such as the County Council (effectively a thing of the past now). It is clear that Social Housing Grant in particular is likely to be less easily available in the foreseeable future, especially on sites where there is a s.106 "planning gain" element and thus policies around investment in new affordable housing in Adur are in a transitional phase at present.

Affordable completions: last eight years:

Year	RSL rent	RSL s/o	Other	Total	LA fund	HC fund	Other fund
2005/06	43	28	5	76	0	76	0
2004/05	0	0	10	10	0	10	0
2003/04	21	0	9	30	0	30	0
2002/03	10	0	2	12	0	12	0
2001/02	18	0	7	25	10	15	0
2000/01	30	0	0	30	0	30	0
1999/00	26	0	0	26	0	8	18
1998/99	124	0	0	124	65	59	0
Total	272	28	33	333	75	240	18

Housing Corporation benchmarks for grant per unit suggests an average £50,000 grant per unit for social rented housing, and £25,000 per unit for shared ownership. On the basis of the Housing Needs Survey proposed split of 67% rent/33% low cost ownership, to maintain this momentum would require a minimum of £1.725m in grant per annum. To meet the target of 50 requires £2.125m in grant. This is unlikely in view of the Regional Housing Strategy declared intentions, and the requirements for "deliverability" of schemes in the next two years to be assured.

Schemes in development likely to complete in 2006/07 are:

Sussex Wharf (remainder): 4 shared ownership, 18 shared equity  
Monks Farm depot: 10 affordable rent

Other potential sites include:

Parcelforce (up to 25 affordable units)  
Southlands Hospital: (strategic site now owned by English Partnerships)

The Urban Housing Potential Study suggests Council-owned sites could yield up to 200 homes in total if development constraints, where they exist, could be overcome over the next few years. The financial value of this has to be quantified at present.

## **2.2. How will we fund affordable housing?**

A small capital sum of £200,000 per annum on average has been earmarked to assist small scale affordable housing developments from within the Housing Investment Programme (HIP). In 2006/07 and 2007/08 this is being boosted by the use of commuted sums from developers in the District. As the schemes intended to start in 2005/06 have not progressed for a variety of reasons, £600,000 is to be slipped into 2006/07. There is also a potential further £150,000 from the sale of assets, which Members are minded to ring-fence for use to develop further affordable housing. If members approve this, there will be a sum of £950,000 in 2006/07, and £1.2m in 2007/08 towards development of new affordable housing in the District. £1.75m of this are effectively ring-fenced receipts for this purpose. This will go some way to compensate for the perceived shortfall in required Social Housing Grant but cannot be a permanent solution.

An **Urban Housing Potential Study** was completed during 2005. It seeks to identify sites of 6 units or more within the built up area capable of being used for housing development. The results are back with the Council and are being evaluated. This exercise includes Council owned, or other publicly owned, sites, as well as privately owned sites in the built up area.

The study has not included Council-owned sites of under 6 units in size, and so a programme of identification of such potential sites is under way. Over the course of 2005/06 it is intended to:

- 1 draw up a short list of Council-owned sites of all sizes with development potential, including those not in the Urban Housing Potential Study;
- 2 when it is complete, ensure that it complements the recently-completed Open Space study;
- 3 seek informal planning comments and informal views of housing association partners on funding requirements;
- 4 place a proposed disposal programme in front of the Asset Management Working Group, and then the Land Disposal Working Group, in order to formulate a policy for Committee approval for land disposal at potentially below market value in order to maximise affordable housing;
- 5 agree a land release programme which meets the Council's overall priorities as well as affordable housing aspirations.

With the Council controlling the sale of the sites, any larger sites could have a measure of housing for sale to ensure the principles of balanced communities

were being adhered to, with any receipts potentially being recycled again. There may also be a number of these sites where it is possible to attract Housing Corporation investment to make the Council's assets go further.

### **2.3. Attracting other resources for affordable housing**

The Housing Corporation, acting for and with the Regional Housing Board, have developed a more strategic as opposed to area formula-based distribution of Social Housing Grant resources under the National Affordable Housing Programme (NAHP). Schemes have to show resonance with regional and sub-regional priorities, and are being assessed as part of partnering housing associations' overall development plans rather than allocations being determined on a district-by-district basis.

The bidding round for the 2006-08 NAHP (National Affordable Housing Programme) will be over by the time this strategy is published. "Deliverability" is one of the main points of the programme, and, given that a number of strategic (for Adur) sites such as Parcelforce and Southlands Hospital still have a degree of uncertainty about the timing of release and delivery, a large amount of NAHP funding in Adur for 2006-08 is not expected. There is a greater need to be clear about priorities for the following three years, where the Corporation's intentions are to look at some longer-term forward funding commitments.

A more sub-regional approach to procurement of social housing is therefore being considered, with an Adur/Arun/Worthing RSL development partnership in operation. With a network of approved development partners, advantage can be taken of economies of scale in developments over all three areas to maximise use of, and benefit from, Social Housing Grant and other subsidies.

Most of the 745 RSL properties in the District are relatively recent and in reasonable condition, but one of the issues over the lifetime of this strategy will be how RSLs should address Decent Homes and with what resources. It is not anticipated that the Council's resources will be used to assist except where Disabled Facilities Grants are possible.

### **2.4. Maximising s.106 agreement benefits**

The maximisation of developer contributions through s.106 contributions on development sites is essential, and the Housing Corporation have indicated that they would not normally be looking to fund such schemes in future. West Sussex-wide work on financial viability has been commissioned by the districts, using Local Public Sector Agreement pump-priming funding. The final document has just been received from the consultants and it is being evaluated at present.

The success of this element of affordable housing development is dependent on negotiating around the Interim Supplementary Planning Guidance on Affordable Housing. This was produced in 2004 as an interim document, to act while the Local Development Framework (LDF) process reviews planning

policies as a whole. This guidance gives developers advice on what the expectations of the Council are for Affordable Housing contributions, and it will be reviewed as part of the LDF exercise over the next two years.

## **2.5. Resources for private sector stock**

The **Private Sector House Condition Survey**, commissioned and carried out in 2004, suggests that levels of unfitness in the District's private sector stock are lower than previously thought at only 3.7% of the stock. The proportion of private sector properties likely to fail the Decent Homes Standard is estimated at about 20% (4,468). The percentage of vulnerable households living in non-decent accommodation is slightly higher, although with 74.5% (2,970) of vulnerable households living in decent accommodation, Adur is performing above the Government's target of 70%.

## **2.6. The Council's investment: Summary**

As far as the Council's own investment in housing is concerned, the above gives the framework for the following priorities:

### **Capital**

1. Continued investment in the Council's housing stock through the Housing Investment Programme (HIP) in the order of £2.7 million per annum over the life of the Strategy in order to achieve Decent Homes standard. The conclusion of the Council's Stock Options Appraisal was that the stock was to be retained by the Council, with a review of the position in 2013. This options appraisal has been signed off by the Government, as the Council is confident of being able to meet the Decent Homes standard across the stock by 2010. The Housing Revenue Account Business Plan (executive summary attached as Appendix) gives a further breakdown.
2. Development of additional affordable housing. The funding of such developments is a combination of whatever Social Housing Grant can be obtained from the Housing Corporation, whatever gains can be negotiated with developers as part of the planning process, including as a last resort commuted sums paid by the developer, and whatever assets the Council can release. Given the need expressed through the Community Strategy and enumerated in the Housing Needs Survey, in order to meet the basic 50 units a year target the Council will have to release areas of land identified in the Urban Housing Potential Study in its ownership for free or cheap disposal to Housing Associations for affordable development.

The capital programme for grant from the local authority to housing associations to build or acquire additional affordable homes is proposed at £950,000 in 2006/07, £1,200,000 in 2007/08, and then falling back to £200,000 per annum thereafter. These sums take into account specific ring-fenced receipts and commuted sums in 2006-08.

3. For the private sector, the survey findings suggest that beyond continuing with the present policies around mandatory Disabled Facilities Grants and

discretionary Home Repairs Assistance grants there is little scope within the Council's expected resources over the next five years for any grant aid to owners on a regular basis. The possible exceptions could be to provide incentives to bring empty homes back into use, as detailed in the recently-adopted Empty Property Strategy, and to consider Compulsory Purchase and/or compulsory leasing.

4. The Private Sector Housing Renewal Strategy, in the course of preparation and upgrading from the existing Interim Strategy, will look at how to achieve the desired change from grant-related provision to using the capital assets of individuals' property to fund repair and improvements. The Care and Repair Manager is currently researching equity release schemes that can unlock this source of funding, with a possible policy of the Council acting as lender as a result. It is clear that much more direct assistance to the private sector beyond the above is unlikely.

## **Revenue**

5. Efficient use of the existing stock and prevention of homelessness will help minimise the pressure for affordable housing. In this respect the Council must continue to fund the Housing Options Officer post when Homelessness Act grant funding ceases possibly in 2006-07. This post is vital in preventing homelessness, reducing pressure on social housing stock, and fosters and maintains good relations with landlords and agents locally. Equally, the investment in cost-effective high quality temporary housing through the Private Sector Leasing (PSL) scheme will continue in order to meet bed and breakfast targets.
6. Supporting People grant for supported housing in the District remains a concern. Of the £15.3m in West Sussex, Adur services receive £1.2m. Supporting People grant is being reduced at source by 5% per annum in 2006/07 and 2007/08 and the future is currently uncertain pending the development of another ODPM Supporting People strategy. The service review process to date has yielded few 'value for money' issues in supported housing services operating in Adur.

### 3. Improving performance

#### 3.1. Comprehensive Performance Assessment (CPA) 2003

Adur District Council was assessed as being “fair” under the CPA process carried out in early 2003, as part of a pilot in West Sussex for the process by the Audit Commission prior to being rolled out nationally. For Adur, the housing element of the inspection focussed on the Council’s progress towards Decent Homes, rather than the Balancing Housing Markets diagnostic, which was assessed, but not reported on in the final report.

One of the major issues arising from the Comprehensive Performance Assessment (CPA) carried out in 2003 was that the Council needed better systems of performance management in order to be able to demonstrate continuous improvement. There was also a concern that corporate priorities were not set as well as was required and that the longer term strategies for the Council were not clear.

#### 3.2. Corporate Improvement Plan incorporating feedback from CPA.

The CPA inspection led to the Council’s production of a Corporate Improvement Plan to address the shortcomings identified. Many of these were related to the overall corporate strategies of the authority, and have resulted in the complete revision of the Council Strategy and Corporate Plan, the links to which have been made earlier in this document. Much better links are now demonstrable between the Council’s agreed priorities, those of the Local Strategic Partnership, strategies such as this one, and service and divisional plans within the organisation. Embedding of a risk assessment process within the organisation is another example of where considerable improvement has taken place (see below).

The Decent Homes diagnostic element of the CPA set out a number of potential improvements, again around longer term assessment of resource availability and option assessment, improving an “outcome-focused” approach to strategy, and developing responses to the Government’s agenda such as Choice-based Lettings schemes. Much of this was covered by the Stock Option Appraisal already referred to, and will be addressed in the Housing Revenue Account Business Plan.

#### CPA Balancing Housing Markets diagnostic: summary of assessment

Area of focus	Strengths	Weaknesses	Actions to correct weaknesses
How well does the Council understand its housing markets and what are its proposals to balance	<ul style="list-style-type: none"><li>• Urban capacity study</li><li>• Research project on demographic and housing profile for the area</li><li>• Use of</li></ul>	<ul style="list-style-type: none"><li>• Outdated information on housing needs and private sector stock</li><li>• No research to identify some key groups and housing needs eg</li></ul>	<ul style="list-style-type: none"><li>• Housing Need Survey 2003 (reviewed 2005); Private sector House Condition survey 2004; Urban Capacity Study updated</li></ul>

<p>housing markets?</p>	<p>comprehensive planning briefs to secure affordable housing</p> <ul style="list-style-type: none"> <li>• Inter-related strategies and plans for housing</li> <li>• Up-to-date condition survey of Council stock</li> </ul>	<p>BME, key workers</p> <ul style="list-style-type: none"> <li>• Lack of stakeholder / partner involvement</li> <li>• No review of planning policies or development of new SPGs to reflect current national and regional priorities</li> <li>• Lack of longer term objectives and plans for meeting housing needs of residents</li> <li>• No investment plan for meeting the Decent Homes Standard</li> <li>• Weak service plans</li> </ul>	<p>2005</p> <ul style="list-style-type: none"> <li>• Key worker research undertaken with WSCC;</li> <li>• Stakeholder day 2004; RSL Development and Management Forums; Private sector landlord forum set up 2004;</li> <li>• LDF process underway; Interim SPG for affordable housing in place 2005;</li> <li>• LDF process feeding longer term plans;</li> <li>• Stock Option appraisal carried out;</li> <li>• Service and divisional plan process improved corporately</li> </ul>
<p>What are the Council's actions and outcomes in helping to balance housing markets?</p>	<ul style="list-style-type: none"> <li>• Use of resources to fund affordable housing and support services;</li> <li>• Corporate commitment and cross-departmental working</li> <li>• Customer focus is evident</li> <li>• Strong relationship with partner organisations</li> <li>• A mix of different affordable housing types across the District</li> <li>• Well maintained Council stock with few voids and quick turnarounds;</li> <li>• Reduced use of B&amp;B as temporary accommodation;</li> </ul>	<ul style="list-style-type: none"> <li>• No representation of key stakeholders in housing on LSP;</li> <li>• No monitoring of RSLs as landlords;</li> <li>• Lack of leadership in dealing with development partners;</li> <li>• No development of housing for key workers;</li> <li>• Ad-hoc and opportunistic approach to achieving affordable homes;</li> <li>• Unstructured approach to awarding grants for private sector homes;</li> <li>• Lack of register and inspections of</li> </ul>	<ul style="list-style-type: none"> <li>• RSL rep on LSP board since 2004;</li> <li>• RSL Management Forum to monitor RSLs: 2003</li> <li>• Joint RSL Development partnership created: 2005;</li> <li>• Housing for key workers developed;</li> <li>• Opportunities taken as windfalls present; but also five year land strategy;</li> <li>• Better targeting of Home Repairs Assistance grants through Interim Private</li> </ul>

	<ul style="list-style-type: none"> <li>• Meeting local plan development rates and achieving targets for affordable housing;</li> <li>• Five year supply of land for housing development</li> <li>• All new housing on previously developed land at higher densities;</li> <li>• Good Care and Repair scheme</li> </ul>	HMOs	Sector Strategy; <ul style="list-style-type: none"> <li>• Register in place and inspections done; relatively few HMOs</li> </ul>
How does the Council monitor its progress and impact in helping to balance housing markets and how does this feed into future strategies and plans?	<ul style="list-style-type: none"> <li>• Use of benchmarking to compare performance;</li> <li>• Learning from quality accreditations and assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Weak performance management;</li> <li>• Weak project management;</li> <li>• Little assessment of the impact of the Council's work on the housing market</li> </ul>	<ul style="list-style-type: none"> <li>• Performance / project management improved corporately: Corporate Performance Team etc;</li> <li>• Housing Needs Survey results digested and acted on</li> </ul>

### 3.3. The Best Value Performance Plan (BVPP)

Progress against Best Value Performance Indicators (BVPIs) is set out on an annual basis within the BVPP. Monitoring and quarterly collection arrangements are in place internally to look at these, and the Corporate Management Team meets monthly as a Corporate Performance Team to monitor progress. Relevant BVPIs and local indicators are built into the Divisional Planning process, and exceptions are reported to Committee on a quarterly basis.

The Adur / Worthing joint RSL Management Forum is developing performance monitoring procedures to help councils track the performance of their RSL partners in management terms. Adur's Homelessness Forum offers similar opportunities for partner organisations to track performance against the Homelessness Strategy and its targets.

### 3.4. Audit Commission Housing Inspection results (landlord services)

The Audit Commission carried out an inspection of the Council's landlord functions in December 2004 and published the results in early 2005. It considered that the landlord service provided by Adur District Council to its tenants is 'fair' and the prospects for improvement are promising.

The service received one star out of a possible three because tenants find it easy to access services, they are largely satisfied with the service, planned works are carried out to a good standard and high levels of rent are being

collected. However, the Council has been failing to fulfill its legal duties to service gas appliances in tenants' homes, the cleaning of estates is not of a consistent standard and a high number of repairs are carried out as emergencies.

The inspectors found:

- Tenants find it easy to access the landlord service with a good range of communication and consultation methods
- Planned improvement work is of a high standard. The condition of many homes and the quality of the responsive repairs service is generally well regarded by tenants.
- The level of rent collection is above average, and the Council is doing well at recovering the rent already owed to it
- The standard of grounds maintenance is high but cleaning on estates is not of a consistent standard
- The Council is not fulfilling its legal responsibilities for gas servicing which increases the risk to tenants. (This has been dealt with and new procedures are in place).
- Some areas of the service are not able to demonstrate that they provide value or money
- The Council has not progressed its diversity agenda as quickly as it should and complaints management is not sufficiently customer-focused.

To help the service improve inspectors made a number of recommendations, including:

- Ensure that performance management and customer satisfaction monitoring covers all service areas and takes into account the diverse needs of all tenants and leaseholders
- Update the published tenants' charter and service standards, and agree appropriate reporting schedules with tenants and leaseholders
- Explore fully the opportunities available to modernise the procurement within the landlord service.

The inspectors felt the Council responded positively to the inspection and has moved quickly to put in place an improvement plan which addresses the weaknesses and they felt this should provide a sound basis from which to move the service to a good or excellent standard.

### **3.5. West Sussex Local Public Service Agreement target**

All the district councils in West Sussex have signed up to Local Public Sector Agreement (PSA) target 12, which seeks to stretch the provision of affordable homes and also for key workers in the County over the three year period to 2007. The countywide aim is to ensure the provision of 714 affordable homes across the county by 2007 and a further 108 key worker homes. Adur is likely to exceed its pro-rata contribution to this target.

### **3.6. Local Area Agreements**

These are being developed at a county level at present and there are likely to be housing elements, echoing the PSA target, and also around provision of supported housing targets. This is intended to have an effect on performance.

### **3.7. Risk assessment / management processes**

As mentioned above, a risk assessment process is now being embedded into the Council's everyday work. As an example, the uncertainty of Supporting People funding for in-house and externally-run supported housing services has been included on the Council's Corporate Risk Register, since the ramifications of reductions in funding would have widespread effects on the overall revenue budget.

### **3.8 External reviews: Supporting People**

As a further example of driving up performance standards, Supporting People-funded services are being comprehensively reviewed by the county Supporting People team. These come with recommendations for improvements in order to continue to receive Supporting People funding.

#### **4. Monitoring the strategy**

Although the Strategy is intended to be valid for a period of five years there are a number of factors that are likely to change over its lifetime, which may require amendment or even significant revision as a result. We will set up an internal working group, which was agreed at housing committee and welcomed by tenants' representatives. The group will meet at least twice per annum, in order to ensure that the action points of the Strategy are implemented and that we are in a position to react to any significant legislative or policy changes. The monitoring group will include tenant representation.

It is therefore intended to monitor the Strategy through the preparation of an Annual Report to Members each autumn. This will outline progress against objectives and action plans, new factors or changes which have affected performance and so on.

It is further intended to set up a Housing Policy Forum to track the progress of the strategy through the year. It is hoped that this can be amalgamated with existing working arrangements, such as the internal Policy Co-ordination Working Group, with co-opted members as required, in order to minimise the number of potential meetings. In addition the Land Disposal Working Group, which consists of officers and Members, meets on a regular basis. Part of the function will be to ensure that the public and stakeholders are kept up to speed with developments and their opinions taken into account, possibly through the State of the District process.

This will be particularly important in view of the Local Development Framework process over the next two years or so, and ongoing developments in the Homelessness Strategy, the West Sussex Housing and Support Strategy, and the refinement and review of the Community Strategy.

## UPDATE ON PROGRESS HOUSING STRATEGY ACTION PLAN JULY 2002:

This Action Plan lists our achievements and the progress we have made during the lifetime of the Strategy 2002-07. It lists the seven housing objectives, with the specific action points intended to further those objectives. Given that a number of exercises will assist more than one objective, we have tried to avoid repetition except where it is necessary.

<b>Objective</b>	<b>Action/Progress</b>
<p><b>1 To quantify, prioritise and eventually meet housing need in its various forms as it develops</b></p> <p>Conduct a comprehensive Housing Needs Survey and consult on priorities</p> <p>Carry out House Condition Survey</p> <p>Consult with stakeholders on a draft Choice Based Lettings scheme</p>	<p>Survey completed March 2003 Consultation completed 2003 – 04</p> <p>Completed September 2004</p> <p>Consultation completed. Agreed to join Sussex sub-regional scheme from 2006.</p>
<p><b>2 To prevent homelessness from occurring, but, where this is impossible, to ensure an effective strategy is developed with easy access to good quality temporary accommodation</b></p> <p>Develop a Homelessness Strategy</p> <p>Establish homelessness support service</p> <p>Expand the Private Sector Leasing (PSL) scheme</p> <p>Achieve government target to reduce use of Bed &amp; Breakfast accommodation for families</p> <p>Develop housing advice outreach service subject to funding</p>	<p>Completed July 2003</p> <p>Service established 2002</p> <p>80 units secured</p> <p>Target met a year in advance. Average length of stay reduced to 4.3 weeks. Housing Options service developed to prevent homelessness.</p> <p>Funding bid unsuccessful. Some need met through the Housing Options work</p>
<p><b>3 To ensure the production of good quality new housing which meets local need of all types</b></p> <p>Review Local Plan Affordable Housing policies in light of Housing Needs Survey</p> <p>Produce Supplementary Planning Guidance (SPG) on Affordable Housing</p> <p>Complete Urban Capacity (Housing Potential) Study to identify potential development sites</p> <p>Enable 50 Affordable Housing units per year through use of Social Housing Grant and developer contributions.</p>	<p>Local Development Framework (LDF) Core Strategy Issues and Options consulted on in October 2005</p> <p>Interim SPG introduced 2004 to be re-examined as part of the LDF process</p> <p>Study completed August 2005. Open Spaces survey, currently in hand, may identify further sites.</p> <p>2002/03: 12 units enabled 2003/04: 30 units enabled 2004/05: 10 units enabled 2005/06: 76 units due for completion 2006/07: 103 units due for completion</p>

<p>Secure affordable housing contributions from section 106 sites</p> <p>Bring 10 existing properties per annum into the "affordable" sector.</p>	<p>40 affordable units secured from Ropetackle site. 53 affordable homes and £1million contribution secured from Sussex Wharf.</p> <p>6 achieved in 2002/03 but no longer financially viable</p>
<p><b>4</b></p> <p><b>To maintain and improve the condition of the housing stock across all tenures, including meeting Government's decency Standards</b></p> <p>Carry out Council Stock Option Appraisal</p> <p>Carry out a private sector House Condition Survey</p> <p>Set up a Private Sector Landlords' Forum</p> <p>Produce Empty Homes Strategy</p>	<p>Appraisal completed. Council's preferred option for retention of the stock agreed by the ODPM.</p> <p>Survey completed Spring 2004</p> <p>Landlords' Forum first met in June 2004. Expanded to include Worthing in 2005. Strategy agreed September 2005.</p> <p>Target to bring 15 empty homes back into use each year.</p>
<p><b>5</b></p> <p><b>To complement other strategies for the well-being of the community of Adur through developing safe, healthy and sustainable communities where people want to live</b></p> <p>Develop supported housing services for homeless households; young single parents under 18; victims of domestic violence; drug and alcohol misusers; and frail older people</p> <p>Increase take up of Security Action for the Elderly (SAFE) scheme by 20% by March 2003</p>	<p>Homelessness support service, floating support for domestic violence victims, and support for drug/alcohol misusers established 2003. 10 extra care units for frail older people completed in 2004.</p> <p>Teenage parent support being provided through homelessness support service. Scheme take-up increased by over 20% in 2002/03. Scheme extended to victims of domestic violence from 2005/06.</p>
<p><b>6</b></p> <p><b>To enable people to live as independently as possible through provision of appropriate and accessible support services</b></p> <p>Contribute to the development of the Supporting People programme</p> <p>Establish Supported Housing Inclusive Forum</p> <p>Contribute to the Better Care, Higher Standards process</p>	<p>Supporting People went live in April 2003. Service review nearly completed.</p> <p>Forum established covering West Sussex coastal area</p> <p>Involvement has taken place where necessary</p>
<p><b>7</b></p> <p><b>To carry out all the above in partnership with residents and other agencies</b></p> <p>Improve stakeholder involvement in housing strategy formulation</p> <p>Set up mechanisms to consult with housing applicants</p> <p>Ensure tenant/leaseholder input into Stock Option Appraisal on equal footing with Members and officers</p>	<p>Range of consultation events carried out in 2004. Landlords' Forum set up in 2004</p> <p>Detailed applicant consultation carried out in 2002 and as part of Stock Option Appraisal</p> <p>Enabling Investment in Council Housing Working Group met throughout Appraisal process</p>

## Part D: Appendices

### APPENDIX A: HOUSING STRATEGY AND RELATED DOCUMENTS

You can obtain copies of most of the documents referred to in this Strategy on Adur District Council's website using the A-Z search or the web links below.

For a full list and links to Adur District Council policies and strategies go to:

<http://www.adur.gov.uk/policy/index.htm>

Your Community, Your Future – Adur's Community Strategy

<http://www.adur.gov.uk/docs/aip/adur-community-strategy.pdf>

Adur District Council Asset Management Plan 2003

<http://www.adur.gov.uk/policy/asset-management-plan.htm>

Adur District Council Capital Strategy 2003

<http://www.adur.gov.uk/policy/capital-strategy.htm>

Housing Revenue Account Business Plan

<http://www.adur.gov.uk/policy/housing-revenue-account-business-plan.htm>

Housing Needs Survey 2003

<http://www.adur.gov.uk/housing/housing-needs-survey.htm>

Adur District Council Value Statement

<http://www.adur.gov.uk/policy/value-statement.htm>

Adur District Council Corporate Plan 2005 to 2008

<http://www.adur.gov.uk/docs/corporate/corporate-plan-2005-2008.pdf>

Interim Private Sector Housing Renewal Strategy 2003

<http://www.adur.gov.uk/docs/env-health/interim-private-sector-housing-renewal-strategy-march-2003.pdf>

Local Plan

<http://www.adur.gov.uk/planning/local-plan/index.htm>

**Copies of these and other Council strategies may also be obtained from Adur DC, Civic Centre, Ham Road, Shoreham-by-Sea, BN43 6PR**

The Regional Housing Strategy 2006-09 is available from the Government Office for the South East - phone - 01483 882255

The draft South East Plan is available the South East England Regional Assembly website at <http://www.southeast-ra.gov.uk/southeastplan/index.html>

Sustainable Communities : Homes for All 2005 is available from the ODPM at <http://www.odpm.gov.uk/index.asp?id=1122852>

The West Sussex Housing and Support Strategy 2005-10 is available from the Supporting People team at 01243 777944 or on the West Sussex County Council website at [www.westsussex.gov.uk](http://www.westsussex.gov.uk)

**Appendix B - Housing Best Value Performance Indicators – Achievements and Targets: Extract from Best Value Performance Plan 2005**

No.	Description	Council priority	Actual 2003/4	National comparisons		Target 2004/5	Actual 2004/5	Target 2005/6	Target 2006/7	Target 2007/8
				Top Performing quartile 2003/4	Bottom Performing quartile 2003/4					
BV62	Private unfit dwellings made fit/demolished		1.44	4.32	1.44	1.2%	2.53%	1.4%	1.5%	1.5%
BV63	Average SAP rating of LA owned dwellings		58	65	57	63		68	73	74
BV64	Empty private sector dwellings returned to occupation		13	46.50	3	12	7	14	16	16
BV66 (a)	Rent collected		98.04%	98.2	96.18	100%	98.04%	100%	100%	100%
BV66 (a)	Rent collected as proportion of rent owed.		-	-	-	-	-	Changed indicator		
BV66 (b)	No. of LA tenants with more than 7wks rent arrears as %age of total		-	-	-	-	-	New indicator		
BV66 (c)	Percentage of LA tenants in arrears who have had Notices seeking possession		-	-	-	-	-	New indicator		
BV66 (d)	Percentage of LA tenants evicted due to rent arrears		-	-	-	-	-	New indicator		
BV164	Does the authority follow the CRE code of practice and the Good Practice Standards – harassment?		No	-	-	Yes	No	Yes	Yes	Yes
BV177	Expenditure on Quality Mark services		0%	-	-	0%	0%	0%	0%	0%
BV183a	Average length of stay in bed & breakfast accommodation		5.4	1.21	9.11	4	8.2	4	4	4
BV183b	Average length of stay in hostel accommodation		50	0	21.29	25	39	25	25	25
BV184a	LA homes which were non-decent at beginning of year.		21.3%	21	53					

No.	Description	Council priority	Actual 2003/4	National comparisons		Target 2004/5	Actual 2004/5	Future years' targets		
				Top Performing quartile 2003/4	Bottom Performing quartile 2003/4			Target 2005/6	Target 2006/7	Target 2007/8
BV184b	Change in proportion of non-decent LA homes in the year.			23.8	3.5					
BV185	Responsive repairs (non emergency) where appointments made & kept.		No appts	85.6	11.5		None	Deleted	-	-
BV 202	Number of people sleeping rough on a single night in Adur		-	-	-	New indicator 1.4.04	0	0	0	0
BV 203	Change in average no. of families placed in temp accommodation to previous year		-	-	-	New indicator 1.4.04	19.35%			
BV 211a	Proportion planned repairs compared to responsive repairs	-	-	-	-	-	-	New indicator		
BV 211b	Proportion expenditure on emergency and urgent repairs compared to non urgent	-	-	-	-	-	-	New indicator		
BV 212	Average time to re-let LA housing		-	-	-	-	-	New indicator		
BV 213	No. of homeless households for whom housing advice casework resolved situation		-	-	-	-	-	New indicator		
BV 214	Proportion homeless repeated in last 2 years		-	-	-	-	-	New indicator		
BV76a	Number of claimants visited per 1000 caseload.		67.19	-	-	70	89.8	70	70	70
BV76b	Number of fraud investigators employed per 1000 caseload.		0.28	-	-	0.28	0.42	0.28	0.28	0.28
BV76c	Number of fraud investigations per 1000 caseload.		4.77	-	-	4.75	4.62	4.75	4.75	4.75

No.	Description	Council priority	Actual 2003/4	National comparisons		Target 2004/5	Actual 2004/5	Future years' targets		
				Top Performing quartile 2003/4	Bottom Performing quartile 2003/4			Target 2005/6	Target 2006/7	Target 2007/8
BV76d	Number of prosecutions and sanctions per 1000 caseload.		1.64	-	-	1.7	0.21	1.7	1.7	1.7
BV78 (a)	Average time for processing new claims (days).		37.75			39	40.63	36	36	36
BV78 (b)	Average time for processing changes of circumstance (days).		1.83			10	22.96	10	10	10
BV79 (a)	Percentage of cases processed correctly		98.6%			100%	100%	98%	98%	98%
BV79 (b)	Percentage recovery of overpaid benefits.	4	32.18%			50%	31.34%	45%	50%	55%
BV79 b(i)	Percentage recovery of overpaid benefits as percentage of deemed recoverables.	4	-	-	-	-	-	New indicator		
BV79 b(ii)	HB overpayments recovered as a percentage of overpayment debt outstanding plus amount overpayments identified.	4	-	-	-	-	-	New indicator		
BV79 b(iii)	HB overpayments written off	4	-	-	-	-	-	New indicator		
BV106	New homes built on brownfield sites	-	100%	93.5%	50.17%	100%	100%	100%	100%	100%
M 64	Installation of community alarm units for older people within 5 working days.		100%			98%	100%	100%	100%	100%
M 65	Visit each community alarm client at least 3 times a year.		100%			99%	100%	100%	100%	100%
M 66	Respond to community alarm fault calls within 1 working day.		100%			100%	100%	100%	100%	100%

## Appendix C:

### Decent Homes Standard – Identified Failures and Potential Failure Based on Full Decent Homes Standard (6 out of the 6 Criteria)

TABLE A Number of Failures

This table identifies the total number of individual failures that occur in the housing stock. (One or more failure may occur in a single property.)

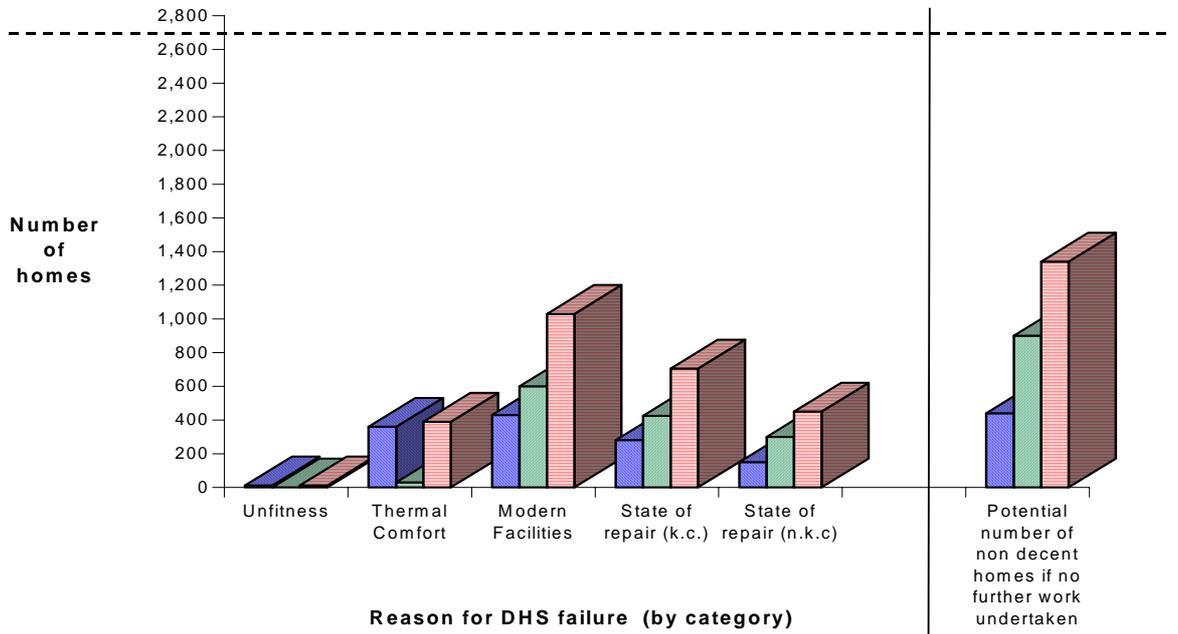
Type of Failure	Current Failures	Future Potential Failures 2005-2010	Total Individual Failures as at 31 Dec 2010
Unfitness	12	0	12
Thermal comfort	360	30	390
Modern facilities	430	600	1,030
State of repair (key components)	280	425	705
State of repair (non-key components)	150	300	450

TABLE B Number of Homes Not Reaching the Standard

	Current Failures	Future Potential Failures 2005-2010	Potential Total as at 31 Dec 2010
Potential number of non decent homes if no further work undertaken	440	900	1,340
Percentage of stock not reaching the standard	16%	33%	49%

**Adur District Council Decent Homes Standard  
(identified failures and potential failures)  
Based on full Decent Homes Standard**

- Current Failures
- Future potential failures 2005 - 2010
- Total Failures as at 31 December 2010



## Glossary of terms

<b>Approved Development Programme (ADP)</b>	Social Housing Grant paid to provide affordable housing through the Housing Corporation. From 2005 known as National Affordable Housing programme (NAHP)
<b>Affordable housing</b>	Homes available at below market value. These include social rented housing and intermediate tenures such as shared ownership. Affordable housing has generally been subsidised in some way. Housing Need Survey definition: "Affordable housing is that provided with subsidy, both for rent and low cost market housing, for people who are unable to resolve their housing need in the general housing market because of the relationship between local housing costs and incomes."
<b>All repairing landlord</b>	The provision of a full and comprehensive repairs service to all tenants
<b>B&amp;B</b>	Bed and breakfast accommodation used as emergency accommodation for homeless households
<b>Best Value</b>	The process of ensuring the continuous improvement of public services, through service reviews, benchmarking, consultation and inspection
<b>Black and minority ethnic (BME) groups</b>	Groups of people within local communities whose race is either black, or another race, that is in the minority within the UK
<b>Brownfield land</b>	Land which has been previously developed
<b>Capital receipt</b>	Money received by the Council for the sale of a capital asset (eg land or buildings)
<b>Choice-based lettings</b>	A government idea whereby people in need of affordable housing can ask to be considered for specific vacant Council or RSL accommodation. This is instead of such accommodation being allocated to applicants on waiting lists on the basis of housing need, with only a very limited choice being given
<b>Communities Plan</b>	A Government Policy launched in 2003 which aims to balance housing markets nationally, by increasing the supply of housing in the South and tackling low demand in the Midlands & North.
<b>Comprehensive Performance Assessment (CPA)</b>	An assessment process, carried out by the Audit Commission, which examines the way local authorities are run and how well they deliver their services
<b>Decent Homes Standard</b>	A requirement set by the Government which sets out a minimum standard for housing based on 4 criteria: <ul style="list-style-type: none"> <li>• The property is fit for habitation</li> <li>• The property is free from disrepair</li> <li>• The property provides a minimum standard of thermal comfort</li> <li>• The property has reasonably modern fixtures &amp; fittings</li> </ul>
<b>Disabled Facilities Grant (DFG)</b>	A grant available for a range of works needed to help a disabled person to live independently in their home. The grant is means tested, so that some applicants are required to make a contribution towards the cost. The grants are mandatory and are funded 60% from central government and 40% from Adur District Council.
<b>Disrepair</b>	A property may be fit for human habitation but considered to be in disrepair. Often, disrepair relates to structural stability,

	dampness or general poor conditions.
<b>English Partnerships</b>	A government agency which co-ordinates land and regeneration
<b>Executive</b>	A group of councillors that control the day to day running of the Council. Adur has a Policy and Strategy Committee made up of 7 councillors
<b>Extra Care Housing</b>	Specialised housing for frail elderly people, which provides support in excess of standard sheltered housing
<b>Floating Support</b>	Practical support which is not linked to a specific address or housing scheme, provided to those in need by a support worker who visits the client in their own home
<b>Fuel Poverty</b>	When a household needs to spend more than 10% of their household income to achieve a satisfactory standard of heating
<b>General Fund</b>	The Council's financial account that deals with income and expenditure relating to all the Council's services, part of which is the ring fenced HRA
<b>Homebuy</b>	An equity loan scheme which assists someone in housing need to buy a property in the open market by providing up to 25% of the value of the property. When the property is later sold, 25% of the value is returned to the Housing Association which made the loan, and can be used to assist other households in housing need.
<b>Home Energy Conservation Act (HECA)</b>	Legislation which gave local authorities the task of reducing carbon dioxide emissions from domestic fuel use by 30% between 1996 and 2011
<b>Home Improvement Agency (HIA)</b>	A non profit organisation which helps people to carry out home improvements and disabled adaptations through advice, assistance with grant applications and other forms of finance. They are sometimes referred to as "Care & Repair" or "Staying Put" agencies.
<b>Home Repairs Assistance grant (HRA)</b>	A grant from the Council's Capital programme up to a maximum of £5000 to help older and low income homeowners to repair their home. There is a budget of £85,000 per annum.
<b>Homelessness Acceptances</b>	The Council has a duty to find accommodation for households that make an application to the Council and are found to be homeless through no fault of their own, and who fall into a priority needs category (mainly households with children or with somebody pregnant, and households who are vulnerable through age, disability etc)
<b>Home Renovation Grant</b>	A grant from the Council's capital programme, up to a maximum of £25,000, to tackle unfitness in privately owned properties. The grant is means tested and discretionary. At present Adur does not offer such grants because of limited funding
<b>Houses in Multiple Occupation (HMO)</b>	Properties that are occupied by people who do not form a single household. More stringent quality standards (for example for fire safety) apply to HMOs, than to other forms of rented housing. Some HMOs are classified as "high risk", if they are over 3 storeys and have more than 5 residents.
<b>Housing Association</b>	See Registered Social Landlord
<b>Housing Corporation</b>	The Government agency that regulates and Registered Social Landlord (RSLs)
<b>Housing Investment</b>	Council's capital investment plan

<b>Programme (HIP)</b>	
<b>Housing Revenue Account (HRA)</b>	The Council's financial account, separate from the General Fund, that deals with income and expenditure relating to the management and maintenance of the Council's housing stock
<b>Housing Revenue Account (HRA) Business Plan</b>	An annual plan produced by the Council that analyses issues relating to the Council's own housing stock and sets out the objectives, targets, plans, income and expenditure for the management and maintenance of its housing stock over the next 5-30 years
<b>Housing Register</b>	The Council's register of households who have applied for housing. The register is used to allocate social housing which becomes available in Adur, and also to help us assess need overall.
<b>Housing Health and Safety Rating System (HHSRS)</b>	A new method of inspecting and assessing a property's fitness and safety, and the need for work to be done, based on assessment of 27 possible risks and their likelihood. Coming into effect in 2006.
<b>Intermediate tenure</b>	A term for a range of tenures which fall between open market rented and owned properties, and social rented homes. Intermediate tenures include shared ownership, sub-market rental and schemes such as Homebuy. They provide opportunities for people on medium incomes such as key workers to access affordable housing.
<b>Key Worker</b>	An essential worker – key worker initiatives are usually targeted at professions (generally in the public sector) which suffer from recruitment and retention difficulties linked to the cost of housing locally
<b>Key Worker Living</b>	A government programme which provides assistance to some types of key workers to help them buy or rent a home. In Sussex, the programme is managed by Moat Housing Association.
<b>National Affordable Housing Programme (NAHP)</b>	Affordable Housing Grant allocated by the Housing Corporation to their development partners, normally Housing Associations, to deliver new affordable housing. Formerly known as Approved Development Programme
<b>Local Development Framework (LDF)</b>	The LDF replaces the old system of Local Plans and includes the Council's plans for all land use and development in the District, along with its policies for planning issues such as affordable housing
<b>Local Strategic Partnership (LSP)</b>	Adur in Partnership is the LSP for Adur which is a partnership of key local organisations from the public, voluntary and business sectors. The LSP has set out the Community Strategy for Adur, 'Your Community, Your Future'.
<b>National Service Framework (NSF)</b>	A government programme led by the NHS to set out minimum standards on clinical quality and access to services for various client groups such as elderly people and people with mental health problems
<b>Office of the Deputy Prime Minister (ODPM)</b>	The Government department that has responsibility for formulating and implementing the Government's housing policy at a national level and allocates resources for different housing programmes
<b>Partnering</b>	The principle whereby a client and contractor have a closer relationship sharing the risk and often avoiding the time and cost of tendering

<b>Primary Care Trust (PCT)</b>	An NHS trust which provides primary and community health services (mainly relating to GP surgeries) and commissions secondary care through hospitals
<b>Local Public Service Agreement (LPSA)</b>	Agreements between local and central government which reward councils with extra funding in return for achieving set objectives
<b>Regional Housing Board</b>	Established by the Communities Plan, the regional housing board takes a strategic view of funding for housing across the region. It distributes a regional housing fund to local councils and housing associations. The South East Regional Housing Board is made up of representatives from the Government Office for the South East, English Partnerships, Housing Corporation, SEERA (see below) and SEEDA (see below).
<b>Regional Housing Strategy</b>	A strategy produced by the Regional Housing Board, which sets out the investment priorities for the South East region
<b>Registered Social Landlord (RSL)</b>	A non profit-making organisation (usually a housing association) that is registered with and regulated by the Housing Corporation. These are run by a voluntary Board of Management, and employ professional housing officers to manage the organisation
<b>Regulatory Reform Order (RRO)</b>	Government ruling in 2003 which gave Councils freedom in setting policies for financial assistance for private sector housing renewal. Councils were encouraged to increase funding options to include loans and equity release as well as grant schemes.
<b>Right to Buy</b>	A Government scheme that allows Council tenants, who have held tenancies for more than 2 years to buy their own home from the Council. Discounts are given depending on how many years tenants have held their tenancies.
<b>Section 106 (S106) Agreement</b>	Section 106 of the Town & Country Planning Act 1990 allows for agreements between landowners/developers and local authorities, e.g. for social facilities or affordable housing to be included within or contributed to through the development of a site
<b>Shared Ownership</b>	A form of Low Cost Home Ownership in which a household buys a portion of a property (usually between 25% and 50%) and pays rent to a housing association on the remainder. Some shared owners have the option to purchase further shares of the property at a later date.
<b>Shared Equity</b>	A form of low cost home ownership in which a household buys a fixed proportion of the property (usually 75%) and a housing association holds the remainder of the equity (25%). No rent is payable on the 25%.
<b>Sheltered housing</b>	Independent accommodation provided to elderly people, with support for a scheme manager and an emergency call facility, usually having a communal lounge facility
<b>South East Economic Development Agency (SEEDA)</b>	A government funded agency which is responsible for the economic and social development of the South East
<b>South East England Regional Assembly (SEERA)</b>	A representative body which is responsible for regional spatial planning (the South East Plan) and which oversees the work of the SEEDA
<b>South East Plan</b>	The overall regional plan for land use and related issues until 2026 (still in final stages of development by SEERA) and

	needs to be approved by the Deputy Prime Minister
<b>Social exclusion</b>	The situation where individuals or groups of individuals within the community do not have the means, income or otherwise to participate in social, economic, political or cultural life
<b>Social Housing</b>	Affordable rented housing which is provided by social landlords at low rents. The landlords and rent levels are controlled by government via the Housing Corporation. Social housing is allocated on the basis of needs through clear allocations or lettings policies.
<b>Social Housing Grant (SHG)</b>	Capital funding provided to RSLs (see above) to enable them to build or acquire affordable housing
<b>Social inclusion</b>	The process whereby people do not experience social exclusion
<b>Stakeholders</b>	Individuals and groups of people with an interest in a given subject. In the case of housing, stakeholders are usually tenants, leaseholders, Council members and staff but also includes contractors, voluntary agencies and other local authorities
<b>Stock condition survey</b>	A survey of the inside and the outside of a property, that gives an indication of the condition of all the properties in an area.
<b>Stock options appraisal</b>	A process to determine the most appropriate future ownership and management of the Council's housing stock
<b>Supported housing</b>	Specialist forms of housing that can offer help and assistance to the tenants– e.g. sheltered housing for the elderly or housing for people with physical disabilities
<b>Supporting People</b>	A Government initiative that was introduced in April 2003. It brings together previous sources of funding for supported housing into countywide pots for distribution to supported providers within the County, based on locally determined priorities, through agreed contracts. The West Sussex Housing and Support Strategy explains how funding will be prioritised and services developed in the future.
<b>Supporting People Commissioning Team</b>	The team of County Council officers responsible for managing and administering Supporting People at the county level
<b>Sustainable Communities Plan</b>	A Government Policy launched in 2003 which aims to balance housing markets nationally, by increasing the supply of housing in the South and tackling low demand in the Midlands & North
<b>Unfit Property</b>	A property is deemed unfit if it fails one or more of the fitness criteria set out in legislation. These ensure that, for example, the property has a source of clean water, a source of heating, is structurally sound, free from damp etc.
<b>Void properties</b>	Empty (vacant) properties