



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Housing and Neighbourhoods Committee

**Date:** Thursday, 05 September 2019  
**Time:** 18:30  
**Venue:** Supper Room  
**Address:** Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

## AGENDA

Open to Public and Press

### 1 **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### 2 **DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the

matter.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

**3      MINUTES      4 - 11**

To confirm the minutes of the last meeting held on 25 July 2019.

**4      MATTERS ARISING**

To consider any matters arising from the above minutes.

**5      FORWARD PLAN      12 - 12**

The Committee is asked to receive and consider the Forward Plan.

**6      HRA BUDGET MONITORING REPORT      13 - 19**

Report attached.

**7      H & N PERFORMANCE REPORT Q1      20 - 26**

Report attached.

**8      COMMUNITY HOUSING FUND POLICY      27 - 51**

Report attached.

**9      ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant

consideration.

## **10     EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

# **Housing and Neighbourhoods Committee**

## **Minutes**

Thursday, 25 July 2019 at 18:30

### **PRESENT:**

Councillor Grant (in the chair); Councillors Candon, Flaxman-Taylor, Galer, D Hammond, Martin, Talbot, Smith-Clare, Wainwright & C Walker.

Councillor Borg attended as a substitute for Councillor Williamson.

Councillor P Hammond attended as a substitute for Councillor Cameron.

Councillor Annison attended as a substitute for Councillor Hacon.

Mrs K Watts (Strategic Director), Mrs N Turner (Housing Director), Mrs J Beck (Head of Housing and Asset Management), Mr A Nicholls (Head of Planning and Growth, Mrs V George (Independent Living Services Manager), Mrs A Nugent (HRA Income Service Manager), Mrs C Webb (Executive Services Officer), Mrs Ria Frosdick (Executive Services Officer)

Mr G Hollingdale (Managing Director GYN)

## **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Cameron, Hacon and Williamson.

## **2 DECLARATIONS OF INTEREST**

Cllr Wainwright declared a personal interest in item 9 GYN Annual Business Plan 2019/20 and Annual Report 2018/19 as he is member of the GYBS Liaison Board. However, in accordance with the Council's constitution was allowed to speak and vote on the matter.

## **3 MINUTES**

The minutes of the meeting held on the 20 June 2019 were confirmed.

## **4 FORWARD PLAN**

The committee received and considered the Forward Plan. There were no further comments.

## **5 GYN ANNUAL BUSINESS PLAN 2019-20 AND ANNUAL REPORT 2018-19**

The Managing Director of GYN reported that GYN as the Council's Joint Venture partner for housing repairs, maintenance and asset management produce an Annual Business Plan outlining financial performance, five year business plan, key business aims, risk management and governance arrangements.

The Annual Business Plan for 2019/20 is in a format that reflects the Norse Group corporate standard and has been approved by the GYN Liaison Board.

The Annual Report 2018/19 outlines performance (financial & operational), development and delivery as well as setting out values, corporate strategy and future objectives.

GYN is now in its 5<sup>th</sup> year of operation and continues to grow in respect of the services it delivers and turnover, anticipated to be £15,970,776 in 2019/20 with a budgeted profit share of £206,875.

The Annual Report for 2018/19 shows GYN has continued to make significant improvements, particularly in the areas of performance and financial management.

Value for money, customer service, improving the standard and conditions of the housing assets and implementing new and improved ways of working to reduce costs and improve efficiencies remain key areas of focus for GYN. Work to improve Strategic and Operational issues impacting on GYN and GYBC continue through the joint Improvement Group.

A Member reported that damp problems in tenants homes were taking an eternity to sort out. The canopies over front doors were also a major concern for him as it would only be a matter of time before one fell down and injured someone. He understood that this repair was tied in with roofing but this issue should be treated as a matter of urgency. He further reported that tenants who had made improvements to their kitchens were being penalised by being moved to the bottom of the kitchen replacement programme and this was most unfair.

A Member reported that window and door replacements were being carried out too quickly resulting in shoddy workmanship and queried whether these should be checked by the Building Inspector before being signed off.

The replacement timetable for boilers was also questioned. The Managing Director GYN reported that boilers were not necessarily replaced on a like for like basis, for example, some boilers were now being replaced by air source heat pumps. The Chairman reported it would be good if the Council was in a position to install hydrogen boilers which were much more energy efficient.

A Member asked in regards to customer satisfaction survey, following the completion of a repair, what was the percentage figure a representation of. The Managing Director GYN reported it was a 10% sample.

Another Member asked whether we were breaking the law if we were unable to gain access to a Council property to undertake the gas safety check. The Head of Property and Asset Management reported that we contacted tenants on a 11 month cycle to give ourselves enough time to access the property before the year end was out. We would try 3 times to access the property and if this failed we would undertake a legal process and/or enforcement action prior to the current gas certificate expiring.

A Member asked for clarification as to whether GYN still operated an apprenticeship scheme. The Managing Director GYN reported that they currently have 3 apprentices as 1 had qualified and been offered a full time position.

RESOLVED:

That the Housing and Neighbourhoods Committee note the report.

## **6 REVISED PRIVATE SECTOR HOUSING ADAPTATION AND IMPROVEMENT POLICY**

The committee received and considered the report from the Independent Living Service Manager.

The Independent Living Service Manager reported that the policy has been updated to reflect the practical delivery of the mandatory and discretionary assistance the Council makes available to vulnerable residents to support well-being and independence. The intention is for these schemes to be rolled out across the rest of Norfolk, supported by the relevant District Councils and Clinical Commissioning Groups.

Housing has for some time been a Cinderella Service to Health and Social Care. However, there is now a wealth of research and a growing understanding of the vital role housing plays in supporting a person's health and well-being. Locally this is being borne out by the innovative collaborative work the Council is doing with Health & Social Care developing schemes such as Healthy Homes Assistance and District Direct.

The revised Policy and proposal to utilise the Healthy Homes capital budget would only strengthen the assistance available to the boroughs residents.

Great Yarmouth Borough Council's policy sets out the:

- legislation governing the assistance available,
- national and local policy context,
- type of assistance available to applicants (both mandatory and discretionary)
- eligibility criteria for assistance; and the
- capital resource available to deliver the various types of assistance.

The Independent Living Service Manager ask that committee approve the virement of the £400,000 capital budget for Healthy Homes to create a £250,000 budget to fund discretionary disabled facilities (DFG) grants, top up grants and provide a £150,000 budget to fund discretionary DFG top up loans to support the equity loan offer to residents as outlined in Appendices 2 and 4 of the Policy.

A Member queried if the Discretionary Forget-Me-Not Grant would be means tested and what would happen should the person need to move due to care needs. The Independent Living Service Manager confirmed it is not means tested and that if someone moves due to care needs then this will be taken into consideration.

**RESOLVED:**

That the Housing & Neighbourhoods Committee:-

- Approve the Private Sector Housing Adaptation and Improvement.
- Approve the use of the £400,000 budget for Healthy Homes (sitting in earmarked reserves) to create a £250,000 budget to fund discretionary disabled facilities (DFG) grants top up grants and provide a £150,000 budget to fund discretionary DFG top up loans to support the loan offer to residents as outlined in Appendices 2 and 4 of the Policy.

## **7 GYBC RIGHT TO BUY POLICY**

The committee received and considered the report from the HRA Income Service Manager.

The HRA Income Service Manager reported that it is good practice to produce a Right to Buy Policy which provides guidance for applicants on the Right to Buy process, provides information on where discretion can be exercised and by whom and sets out the approach of the Council to the prevention of Right to Buy fraud.

In January 2019 an Audit Inspection within the service area recommended a Right to Buy policy to be implemented.

The policy for consideration brings together current practice and provides a protocol for the handling of Right to Buy applications, including discretionary decisions.

A Member asked for confirmation of what happens following the 28 days cancellation period and whether they can reapply. It was confirmed they can reapply again unless it was denied for specific reasons.

RESOLVED:

That the Housing & Neighbourhoods Committee approve the Right to Buy Policy and delegates authority to the Housing Director and HRA Income Service Manager for discretionary matters.

## **8 GREAT YARMOUTH BOROUGH COUNCIL TENANCY POLICY**

The committee received and considered the report from the Housing Director.



A new Tenancy Policy for the Council's housing stock has been produced which combines the previous Tenancy Policy and Introductory Tenancy Policy to create a single document setting out the Council's approach to the grant and management of tenancies as well as succession and mutual exchanges.

The new Tenancy Policy merges the existing Tenancy Policy and Introductory Tenancy Policy and a number of minor amendments have been made to aid clarity. There are two significant differences between the existing policies and the proposed new one:

- Introduction of the ability to grant fixed term secure tenancies following an Introductory Tenancy in some limited cases.
- Clarification of when the Council will grant a new sole tenancy to a former joint tenancy.

A Member asked for clarification as to what happens at the end of a fixed term tenancy. It was confirmed that tenancies would be issued for 5 years and then for a review to take place to establish if the need was there to warrant an extension or whether assistance is required to try and find alternative accommodation.

A Member asked for clarification in relation to adapted properties and the process should the person requiring the adaptations pass away and would their partner be expected to move. It was confirmed that each case would be looked at individually but as we have a long waiting list of people requiring adapted homes, if the person remaining in the property does not require it then alternative accommodation may be sought for them. Each case will be looked at individually.

A Member reported that she was pleased that support is being offered to tenants and thanked the officers for their work.

**RESOLVED:**

That the Housing & Neighbourhoods Committee approve the Tenancy Policy and delegate authority to the Housing Director and Tenancy Services Manager for discretionary matters set out in the policy.

The committee received and considered the report from the Head of Housing and Growth.

The Head of Housing and Growth reported that increasing the delivery of housing across the country has been a key aim for all recent national governments. For many years, housing delivery has been significantly lower than most estimates of housing need, across all tenures of housing (market and affordable).

The Government's aim is to see housing delivery across England reach 300,000 per year by the mid-2020s. As part of this, it introduced a new national formula to calculate the minimum housing need for each local authority area. The formula takes household growth projections for 10 years as its starting point, and then adjusts to take account of local housing affordability – broadly, the less affordable average house prices are in relation to average local earnings, the higher the “adjustment factor” is applied to housing need (i.e. it adds more houses to the total need). Those authorities with a relatively recent Local Plan do not yet need to use the new national formula, but others do.

RESOLVED:

That Housing and Neighbourhoods Committee:

- (i) Notes that the Council has not met the national Housing Delivery Test for the period 2015/16-2017/18 and so needs to prepare and publish a Housing Action Plan by 16<sup>th</sup> August 2019
- (ii) Notes that the Council will also not meet the next Housing Delivery Test (for the period 2016/17-2018/19) and so will need to monitor and update the Housing Action Plan in due course
- (iii) Notes and agrees that sections 2-4 of this report will form the basis of the contents of the Council's emerging Housing Action Plan
- (iv) Notes that officers will complete the Housing Action Plan and will keep members updated on the progress of the measures.

## **10 UPDATE ON EMPTY HOMES POLICY AND TEMPORARY ACCOMMODATION REQUIREMENT**

The Housing Director report provides a summary of progress against the delivery of the Empty Homes Policy and seeks approval to vire some of the approved budget to fund the purchase of two properties for use as temporary accommodation.

A Member asked when we buy properties for temporary accommodation, do we look at where we buy them and are Ward Councillors consulted, in case of potential issues which the Councillors could raise. The Housing Director

responded that we look to purchase them either in Great Yarmouth town centre or central Gorleston. The Housing Director reported that she is happy to consult Ward Members going forward.

**RESOLVED:**

That the Housing & Neighbourhoods Committee:

- (i) Note the position on delivery of the Loan Scheme and Invest and Lease Scheme.
- (ii) Request a further update on progress against the delivery of the Empty Homes Policy in 6 months.
- (iii) Approve the virement of up to £172,900 from the Empty Homes budget to fund the provision of Temporary Accommodation as detailed in the report.

## **11 ANY OTHER BUSINESS**

The Chairman reported that there was no other business being of sufficient urgency to warrant consideration.

## **12 EXCLUSION OF PUBLIC**

**RESOLVED:**

That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

## **13 GYN LIAISON BOARD MINUTES**

The Committee received and considered the GYN Liaison Board Minutes for the meeting held on the 16<sup>th</sup> May 2019.

The meeting ended at: 19:35

### Forward Plan for Housing & Neighbourhoods Committee

	Matter for Decision	Report by	Pre Agenda Meeting (PAM)	Housing & Neighbourhoods	Policy & Resources	Council
1	GYN Board Minutes	Strategic Director (NS)				
2	Period 4 Budget Monitoring - HRA	Finance Director	28/08/19	05/09/19		
3	Quarter 1 Performance Report	Housing Transformation Manager	28/08/19	05/09/19		
4	Community Housing Fund Policy	Housing Director	28/08/19	05/09/19	10/09/19	
5	Neighbourhoods that Work Programme	Strategic Director (NS)	08/10/19	17/10/18		
6	HRA Debt Cap Report	Finance Director	08/10/19	17/10/19		
7	Period 6 Budget Monitoring - HRA	Finance Director	08/10/19	17/10/19		
8	CCG - Strategic Transformation Plan	Strategic Director	08/10/19	17/10/19		
9	Temporary Accommodation Strategy	Housing Director	06/11/19	14/11/19		
10	Disabled Facilities Grants	Housing Director	06/11/19	14/11/19		
11	Housing Allocations Scheme	Housing Director	04/12/19	12/12/19		
12	HRA Budget Report	Finance Director	04/12/19	12/12/19		
13	Quarter 2 Performance Report	Housing Transformation Manager	04/12/19	12/12/19		
14	2020/21 Outturn Report - HRA	Finance Director	15/01/20	23/01/20		20/02/20
15	Empty Homes Update	Housing Director	15/01/20	23/01/20		
16	Period 10 Budget Monitoring - HRA	Finance Director	19/02/20	23/01/20		
17	Property Redress Scheme	Head of Environmental Services	19/02/20	27/02/20		11/07/19
18	Middlegate Estate Feasibility Study	Strategic Director (KW)	08/10/19	17/10/19		
19	Quarter 3 Performance Report	Housing Transformation Manager	TBC	TBC		

Subject: 2019/20 Period 3 Housing Revenue Account Budget Monitoring Report

Report to: 19/08/19 ELT  
Housing and Neighbourhoods Committee

Report by: HRA Service Accountant

## **SUBJECT MATTER/RECOMMENDATIONS**

**To consider the 2019/20 Housing revenue and capital budget monitoring position as at the end of period 3.**

### **1. Introduction**

- 1.1. There is a statutory requirement to maintain a Housing Revenue Account (HRA) and that account must not show a deficit. The HRA is a separate (ring fenced) account of the Council covering income and expenditure relating to its role as landlord. Under the self-financing arrangements for local authorities, the HRA records the costs of management and maintenance of the Council's dwellings and the related income from rents and other charges. The Government provides guidance on what should be included in the HRA to protect Council tenants.
- 1.2. Although there is not a requirement for a similar separation of capital expenditure, the capital programme as it relates to the HRA is separately monitored. This report outlines the estimated forecasts for the full financial year 2019/20 as well as showing the position of the HRA as at the end of period 3.
- 1.3. The regular review and monthly monitoring of the HRA budgets provides a sound basis for the preparation of estimates for 2019/20 and of the HRA Business Plan.

### **2. Budget Monitoring at Period 3 (April – June 2019)**

- 2.1. For budget monitoring purposes, the actual expenditure and income to the end of period 3 is compared to the profiled budgets for the same period. Key variations are identified and explained within Appendix 1, HRA Income and Expenditure 2019/20 and Appendix 2, HRA Capital programme expenditure.
- 2.2. The Housing Revenue Account currently has a revised 2019/20 forecast deficit of £3.935m, from an originally budgeted forecast deficit of £2.218m, resulting

in an adverse movement of £1.717m to be funded by reserves.

- 2.3. The increased forecast deficit is due to 2018/19 carried forward capital variances following procurement programming delays, sourcing of materials, tenant refusals and an increase in capital receipts to finance the capital programme. As a result, £1.717m was carried forward into 2019/20.
- 2.4. The capital programme is currently on track to meet the profiled budget provisions including the completion of remaining 2018/19 workstreams. Programmes are forecast to continue at a higher rate of productivity to complete the works highlighted by the stock condition survey.

### 3. Forecasts for 2019/20

- 3.1. To prepare updated forecasts detailed analysis has been undertaken of actual figures, known variations (as indicated in the budget monitoring analysis) and planned changes identified by the review work. The latest forecasts are set out below; table 1 shows the HRA Income and Expenditure forecast and table 2 shows the Capital Programme and planned resourcing of that programme.

**Table 1 - HRA Income and Expenditure Forecast 2019/20**

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Dwelling Rents	(21,279)	(21,279)	0
Other non-dwelling rents	(263)	(263)	0
Charges for services and facilities	(1,394)	(1,394)	0
Interest & investment income	(5)	(5)	0
<b>Income Total</b>	<b>(22,941)</b>	<b>(22,941)</b>	<b>0</b>
Repairs & Maintenance	9,523	9,523	0
Supervision and Management	2,684	2,684	0
Supervision and Management (Direct Employee)	2,201	2,201	0
Rents Rates & Taxes	261	261	0
Depreciation	3,482	3,482	0
Capital expenditure funded by the HRA	3,869	5,586	1,717
HRA Interest Payable	2,751	2,751	0
Provision for bad and doubtful debts	150	150	0
Employer's Pension Adjustment	392	392	0
<b>Total Expenditure</b>	<b>25,313</b>	<b>27,030</b>	<b>1,717</b>
Transfers (from)/to Earmarked Reserves	(104)	(104)	0
Leasehold Capital Contributions	(50)	(50)	0

	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Deficit/(Surplus) for the year</b>	<b>2,218</b>	<b>3,935</b>	<b>1,717</b>
<b>Bfwd HRA Reserves Balance (01 Apr)</b>	<b>11,399</b>	<b>11,399</b>	<b>0</b>
<b>Deficit/(Surplus) for the year</b>	<b>2,218</b>	<b>3,935</b>	<b>1,717</b>
<b>Cfwd HRA Reserves Balance (31 Mar)</b>	<b>9,181</b>	<b>7,464</b>	<b>(1,717)</b>

**Table 2 – Summary of Capital Expenditure and Resourcing Forecast 2019/20**

<b>Capital programme</b>	<b>Original Budget</b>	<b>Revised budget</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Kitchens &amp; Bathrooms</b>	2,700	2,896	196
<b>Windows &amp; Doors</b>	650	920	270
<b>Energy &amp; Efficiency</b>	950	1,015	65
<b>Estate Improvements</b>	0	80	80
<b>Neighbourhood Plans</b>	2,106	2,465	358
<b>New Affordable Housing</b>	2,139	2,139	0
<b>Planned Maintenance</b>	535	782	247
<b>Specific Plan Projects</b>	920	920	15
<b>Empty Properties</b>	1,000	1,501	501
<b>Total Expenditure</b>	<b>11,000</b>	<b>12,718</b>	<b>1,717</b>
<b>Borrowing</b>	2,139	2,139	0
<b>Capital Receipts</b>	1,471	1,471	0
<b>Depreciation</b>	3,471	3,471	0
<b>Revenue funding Capital</b>	3,869	5,587	1,717
<b>Leasehold Capital Contributions</b>	50	50	0
<b>Total Financing</b>	<b>11,000</b>	<b>12,718</b>	<b>1,717</b>

- 3.2. The changes incorporated within the revised budget are carried forward underspent budgets from 2018/19 in line with the final 2018/19 outturn.

#### **4. Conclusion**

- 4.1. The majority of the HRA revenue income & expenditure budgets are on track to meet 2019/20 budget provisions.
- 4.2. The capital budget has increased overall by £1.717m. This has increased the overall capital programme for 2019/20 from £11.000m to £12.718m.

## 5. Financial implications and Risks.

- 5.1. The detail within the report highlights the significant variances for the year to date, including a full year impact to the HRA revenue and capital budgets.
- 5.2. The income and expenditure will continue to be monitored in detail during the year, including additional reviews of the HRA 30 year business plan throughout the year.
- 5.3. The HRA is dependent mainly on the rental income stream of the social housing rents, and we have a dedicated team monitoring tenant arrears on a regular basis.

## 6. Right To Buy (RTB) Summary 2019/20

- 6.1. Table 3 provides the number of the RTB sales made in quarter 1 against our anticipated budgeted sales.
- 6.2. Further analysis will be undertaken in Quarter 2 to review the projected sales anticipated for the full year.

**Table 3 – RTB Sales 2019/20**

	<b>Estimated Sales</b>	<b>Actual Sales</b>
<b>Qtr. 1</b>	11	7
<b>Qtr. 2</b>	12	0
<b>Qtr. 3</b>	12	0
<b>Qtr. 4</b>	12	0
<b>Total</b>	<b>47</b>	<b>7</b>

## 7. RECOMMENDATIONS

- 7.1. To consider the 2019/20 Housing revenue and capital budget monitoring position – Period 1 to 3 (April – June 2019) and the full forecast budgets for 2019/20.

## 8. BACKGROUND PAPERS

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

<b>Area for consideration</b>	<b>Comment</b>
Monitoring Officer Consultation:	Sent for information
Section 151 Officer Consultation:	Sent awaiting approval
Existing Council Policies:	N/A
Financial Implications:	Included within detail of the report
Legal Implications (including human rights):	N/A



Risk Implications:	Included within detail of the report
Equality Issues/EQIA assessment:	N/A
Crime & Disorder:	N/A
Every Child Matters:	N/A

## **Appendix 1 - HRA Income and Expenditure 2019/20**

	<b>Profiled Budget to Period 3 £000</b>	<b>Expenditure to Period 3 £000</b>	<b>Variance £000</b>	<b>Comments</b>
Dwelling Rents	(5,562)	(5,534)	28	Rent received from HRA Dwellings. Budget variance impacted by increased RTB sales in 2018/19.
Other non-dwelling rents	(66)	(65)	1	Garage & Stores Rents Income – no significant variances
Charges for services and facilities	(400)	(431)	(31)	Increase recovery of tenant recharges.
<b>Income Total</b>	<b>(6,028)</b>	<b>(6,030)</b>	<b>(2)</b>	
Repairs and Maintenance	2,306	2,326	20	No significant variances.
Supervision and Management (Staff Pay)	550	508	(42)	Staff vacancies year to date within multiple housing teams. Services are working towards recruiting into these posts going forward.
Supervision and Management	156	147	(9)	No significant variances.
Capital expenditure funded by the HRA	1,484	1,539	55	Increased capital workflows have increased the financing requirement in quarter one. Capital budgets are being closely monitored to ensure that the requirement is within the budget provision.
Depreciation	853	856	3	No significant variances.
HRA Interest Payable	500	498	(2)	No significant variances.
<b>Expenditure Total</b>	<b>5,849</b>	<b>5,874</b>	<b>25</b>	

## **Appendix 2 - Capital Expenditure 2019/20**

<b>Capital Programme</b>	<b>Profiled Budget to Period 3 £000</b>	<b>Expenditure to Period 3 £000</b>	<b>Variance £000</b>	<b>Comment</b>
Improvement Programme Kitchen and Bathroom	1,100	1,141	41	Kitchens and bathrooms workflows have considerably increased and are currently on track to reach the 2019/20 budgeted demand along with completing the remaining kitchens and bathrooms from the 2018/19 schedule. Overall 159 Kitchens have been delivered year to date along with 69 Bathrooms.
Improvement Programme Windows and Doors	197	191	(6)	No significant variances.
Planned Maintenance	116	89	(27)	Major repairs and maintenance works are currently £15k underspent. This budget is demand lead and following the increase of capital improvement programmes larger one-off works have reflected a reduction across the stock.
Energy and Efficiency Improvements	380	405	25	Heating works are currently on schedule to reach the budgeted demand for 2019/20. Workflows have been extended to also include the completion of works delayed within 2018/19.
Specific Planned Projects	5	16	11	No significant variances.
Empty Properties	346	348	2	No significant variances.
Neighbourhood Plans	644	641	(3)	No significant variances.
New Affordable Housing	535	566	31	Four properties have been purchased off the open market year to date as part of the planned scheme using retained receipts. Currently the programme is ahead of schedule.
<b>Total</b>	<b>3,323</b>	<b>3,397</b>	<b>74</b>	

Subject: HOUSING & NEIGHBOURHOODS PERFORMANCE REPORT  
Quarter 1 2019/20

Report to: Housing & Neighbourhoods Committee 5 September 2019

Report by: Trevor Chaplin, Housing Transformation Manager

**SUBJECT MATTER/RECOMMENDATIONS**

**This report provides performance data from the Housing Department for Quarter 1 of 2018 – 19**

**Housing & Neighbourhoods Committee are requested to note this report**

**1. INTRODUCTION/BACKGROUND**

- 1.1 A report on key performance indicators (KPI's) will be provided to the Housing & Neighbourhoods Committee each quarter.

**2.0 PERFORMANCE INDICATORS**

- 2.1 The indicators reported to committee are those where targets are set and performance can be measured against.

**3.0 INDICATORS TO NOTE**

**3.1 HN01: Rent Collection**

Performance in rent collection is measured on an annual basis. The usual pattern involves a steady improvement recorded as the financial year progresses. The outturn for Q1 shows a increase in rent arrears in line with this pattern, however we remain confident that this will improve in line with target over the year.

**3.2 HN02 : Number of social housing applicants in the allocation pool or awaiting assessment.**

An increased number of applicants in the Allocation Pool will contribute to a lower average void time (HN03) and lower nomination time (HN08) due to the immediate availability of prospective tenants and was an expected outcome following the implementation of the revised Housing Allocation Scheme due to the introduction of Level One priority.

### 3.3 HNO4 : Average cost of Void repair

Works to voids are to be delivered through an alternative model to reduce costs particularly for kitchens and bathrooms, this work has been delayed due to the position with the delivery going into administration. A new provider is being sort from the Eastern Procurement Framework. A higher number of properties are also coming through as major voids having previously refused works to be undertaken this is also having an impact on the overall cost of voids.

## 4.0 FINANCIAL IMPLICATIONS

None

## 5.0 RISK IMPLICATIONS

None

## 6.0 CONCLUSIONS

None

## 7.0 RECOMMENDATIONS

That the Housing & Neighbourhoods Committee note this report.

## 8.0 BACKGROUND PAPERS

Performance data attached.

*Areas of consideration: e.g. does this report raise any of the following issues and if so how have these been considered/mitigated against?*

Area for consideration	Comment
Monitoring Officer Consultation:	N/A
Section 151 Officer Consultation:	N/A
Existing Council Policies:	N/A
Financial Implications:	N/A
Legal Implications (including human rights):	N/A

Risk Implications:	<b>N/A</b>
Equality Issues/EQIA assessment:	<b>N/A</b>
Crime & Disorder:	<b>N/A</b>
Every Child Matters:	<b>N/A</b>

**PERFORMANCE INDICATORS – SUMMARY REPORT QUARTER 1 (Apr – Jun) 2019/20**

**HOUSING AND NEIGHBOURHOODS COMMITTEE**

Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
HN01: Great Yarmouth Community Housing rent: GYCH rent collection rate  a) % of rent & arrears collected  b) Arrears as a % of rent debit  c) Total rent arrears (Quarterly Cumulative)	99.72%	93.47%	99%	95.64%	G	↓	↓
					G	↑	↑
					R	↑	↑
	£243,732	£377,732	£300,000	£345,095			

Performance in rent collection is measured on an annual basis. The usual pattern involves a steady improvement recorded as the financial year progresses. The outturn for Q1 shows a increase in rent arrears in line with this pattern, however we remain confident that this will improve in line with target over the year.

HN02: Number of							
a) Social housing applicants in allocation pool	347	451	300	304	R	↑	↑
b) Social housing new applicants awaiting assessment	383	324	350	395	A	↓	↓
(Snapshot at last day of quarter)							

An increased number of applicants in the Allocation Pool will contribute to a lower average void time (HN03) and lower nomination time (HN08) due to the immediate availability of prospective tenants and was an expected outcome following the implementation of the revised Housing Allocation Scheme due to the introduction of Level One priority.

HN03: Average Time to Re-let Local Authority Housing (Quarterly Cumulative)	20 days	19 days	25 days	29 days	G	↑	↑
HN04: Average cost of a Void repair (Quarterly Cumulative)	£4,175.42	£3,320.14	£2,745	£2,690.63	R	↓	↑

Works to voids are to be delivered through an alternative model to reduce costs particularly for kitchens and bathrooms, this work has been delayed due to the position with the delivery going into administration. A new provider is being sort from the Eastern Procurement Framework. A higher number of properties are also coming through as major voids having previously refused works to be undertaken this is also having an impact on the overall cost of voids.



Measure	Previous Quarter	This Quarter	Target	Qtr 1 2018/19	Status	Trend	
						Last Period	Last Year
HN05: Percentage of residents very or fairly satisfied with the repairs service they received  (Quarterly Cumulative)	97.73%	98.44%	95%	96.99%	G	↑	↑
HN06: Costs – Total Void Works (service provision) as % of Total Repairs Costs  (Quarterly Cumulative)	24.00%	24.27%	24.27%	24.40%	G	↑	↑
HN07: Costs – total responsive repairs as a percentage of total repairs costs	76.00%	75.73%	75.73%	75.60%	G	↓	↑
HN08: Number of Disabled Facilities Grant (DFGs) Numbers of calendar days from initial request to works complete  (Quarterly Cumulative)	249 days	239 days	240 days	New indicator	A	↑	N/A

HN09: Neighbourhoods That Work programme							
a) Number of self-help resident led community groups supported to develop.	36	3	6	3*	A	N/A	↓
b) Number of residents who have overcome issues preventing them from getting and holding down a job, resulting in them sustaining employment.	36	5	7	11*	A	N/A	↑
c) Number of residents with complex needs supported to overcome at least one personal challenge.					G		
(Quarterly)	76	21	21	20*		N/A	↑
<b>Note:</b> *The programme for Neighbourhoods at Work started in September 2018 so the project years run from 1 September to 31 August each year so the reporting period is not in line with our performance cycle of 1 April to 31 March.							

**Subject: Community Housing Fund Policy**

**Report to: Housing & Neighbourhoods Committee – 5<sup>th</sup> September 2019  
Policy & Resources Committee – 10<sup>th</sup> September 2019**

**Report by: Sue Bolan - Enabling & Empty Homes Officer**

## **RECOMMENDATIONS**

This report requests approval of the Community Housing Fund Policy and the use of the community housing fund monies to offer financial support to Community Led Housing Organisations through the provision of grants and loans in accordance with the Community Housing Fund Policy.

That delegated authority is given to Strategic Directors in consultation with the Section 151 Officer to approve the allocation of grants and loan to Community Led Housing Organisations.

That approval is given for the use of capital funding to purchase land to assist Community Led Housing Organisations as set out in the Community Housing Fund Policy subject to the approval of the use of capital funding by the appropriate committee.

## **1. INTRODUCTION**

In December 2016 Great Yarmouth Borough Council received the first tranche of monies for the Community Housing Fund followed by a second tranche in January 2017, the two amounts totalled £652,770.

Part of the funding has been used to obtain support to develop Community Led Housing Organisations (CLHO) with £20,000 in set-up grants allocated to 4 Community Land Trusts.

## **2. COMMUNITY HOUSING FUND**

There remains an ongoing commitment to support the deliver of community led housing initiatives, however, the remaining monies within the Community Housing Fund are not sufficient to develop an entire housing project nor would it be fair to select one site over others.

The Community Housing Fund Policy has been created to outline how the remaining fund should be spent to ensure a fair and transparent process is used to allocate the remaining funding to both existing and new organisations.

The fund would continue to offer the £5000 start-up grants to new CLHO's.

Alongside this, loans of up to £60,000 would be available to support progressing a site from feasibility stage to a planning application.

The policy includes an option for Great Yarmouth Borough Council to purchase a plot of land where the CLHO scheme will fail if the purchase does not take place in time. This option would only be considered following a formal valuation and where either a live planning permission exists, or it is reasonable to expect that planning would be granted on received pre-application advice.

An option to provide development loans is included within the policy and a further report on this will be brought back to committee for approval.

### **3. NEXT STEPS**

Should approval be given to the policy, it will be communicated to the existing and any new CLHOs and advertised via the Community Housing Fund webpages.

The policy will be reviewed in 3 years.

### **4. FINANCIAL IMPLICATIONS**

The remaining uncommitted funds total £568,000. No additional resources are required as a result of the adoption of the Community Housing Fund Policy.

The Community Housing Fund will continue to be used to fund the provision of support to CLHO to be established and bring forward community led housing schemes for a period of up to three years. This cost has been factored into the level of grants and loans which are available through the Community Housing Fund Policy.

Whilst the Community Housing Fund Policy may result in the Council acquiring land for a community led housing scheme, the cost of this purchase will be met from capital funding resources. In all cases, a request to the appropriate committee for the release of the required capital funding would be made in order to fund the purchase of the land. The cost of the purchase would be refunded when the land was sold to the CLHO or if the CLHO was unable to take forward the site, the site would be sold to a Registered Provider to recover the Council's costs and allow the site to be developed.

### **5. RISKS**

Should the remaining fund be spent prior to repayment of the first loans, the loan option will be postponed until such time as funds become available through repayment of existing loans.

The provision of grants and loans will be subject to terms and conditions on the use of the monies provided. Where a loan is provided, a loan agreement will be completed between the recipient and the Council to ensure that there is clarity on the use of the monies and that in the unlikely event of monies not being used as intended, the Council will have the ability to seek repayment of such monies.

## 6. RECOMMENDATIONS

This report requests approval of the Community Housing Fund Policy and the use of the community housing fund monies to offer financial support to Community Led Housing Organisations through the provision of grants and loans in accordance with the Community Housing Fund Policy.

That delegated authority is given to Strategic Directors in consultation with the Section 151 Officer to approve the allocation of grants and loan to Community Led Housing Organisations.

That approval is given for the use of capital funding to purchase land to assist Community Led Housing Organisations as set out in the Community Housing Fund Policy subject to the approval of the use of capital funding by the appropriate committee

## 7. BACKGROUND PAPERS

A copy of the policy and appendices attached.

Area for consideration	Comment
Monitoring Officer Consultation:	Yes – ELT
Section 151 Officer Consultation:	Yes – ELT / CHF Group
Existing Council Policies:	Yes – Policy CS3 Local Plan (December 2015)
Financial Implications (including VAT and tax):	Yes
Legal Implications (including human rights):	Yes
Risk Implications:	Yes
Equality Issues/EQIA assessment:	No
Crime & Disorder:	No

Every Child Matters:	No
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**GREAT YARMOUTH**  
BOROUGH COUNCIL

# COMMUNITY HOUSING FUND POLICY

Document created	June 2019
Agreed by Housing & Neighbourhoods Committee	
Review date	February 2021

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## **1 BACKGROUND**

In December 2016 GYBC received the first tranche of the Community Housing Fund followed by a second tranche in January 2017, the two amounts totalled £652,770.

The objectives of the Community Housing Fund are to:

- Increase housing supply in England by increasing the number of additional homes delivered by the community-led housing sector;
- Provide housing that is affordable at local income levels and remains so in perpetuity;
- Deliver a lasting legacy for the community-led housing sector in the form of an effective and financially self-sustaining body of expertise within the house building industry in England.

Part of the funding has been used to bring in specialist support to work with local communities to develop Community Led Housing Organisations (CLHO) and provide funding for the establishment of CLHOs.

## **2 PURPOSE OF POLICY**

The purpose of this policy is to set out the council's approach to using the Community Housing Fund monies to assist the establishment of CLHOs and those CLHOs to bring forward sites to deliver affordable housing through the provision of grants and loans.

## **3 POLICY AIMS**

The aim of this policy is to increase the number of CLHOs and the supply of additional affordable housing developed through CLHOs. The council will achieve this by:

- Providing 'start-up' funding to facilitate the creation of new CLHOs to be established across the borough
- Establishing clear criteria for how grant and loan funding to support CLHOs will be considered and awarded.

## **4 RELEVANT LEGISLATION**

Co-operative and Communities Benefit Societies Act 2014  
Housing Acts

## 5 APPLICATION REQUIREMENTS

The funds available are not sufficient to fund an entire development, nor would it be beneficial or fair to put the remaining funds into one project. Therefore, the fund will be allocated to activities which support the establishment of CLHO's and the preparation of planning applications and pre-development costs, which will allow funding to be provided to several projects.

Applications will be accepted from any Community Led Housing Organisation operating in the Great Yarmouth Borough Council area which is formally constituted as a Community Land Trust (CLT), co-operative or other form of community led housing structure.

The application process and the required documentation is detailed in the appendices.

### Start Up Grant

A 'start up' grant of £5,000 is available for new Community Led Housing Organisations. This is for the CLHO set up costs, including legal fees and to assist in the development of an investment ready business plan. Only one application for this grant is permitted per group.

Expected items to be covered include but are not limited to (*indicative costs*):

- Legal Fees (£1250+VAT)
- Purchase of Model Rules (£325)
- Registration with Financial Conduct Authority (£250-£900)
- Public meetings preparation (room hire, presentation boards etc) (£500)
- Design of logo and promotion literature (£200)
- Website design and hosting (£500)
- Printing and distribution of promotional leaflets and posters (£250)
- Clerking (setting up a bank account, producing minutes, AGM duties) (£250)
- Newsletter production (£200)
- Membership of CLT or other co-housing network (trustee insurance, legal advice, lobbying representation, members website) (£325)

### CLH Loan

Loans are available up to a maximum of £60,000 per application. CLHOs can make applications for more than one loan subject to the approval of the Community Housing Fund Group. The CLHO will be required to sign a loan agreement with Great Yarmouth Borough Council.

Eligible activities for the loan will include:

- Feasibility studies and business planning
- Surveys
- Architect fees
- Legal fees
- Project support
- Training specific to the trustees role
- Purchase an option
- And other activities the Community Housing Fund Group deem appropriate.

If planning permission is refused or the CLHO or a Registered Provider does not implement the scheme, the loan is lost and not repayable.

Loans will be administered in staged payments to avoid reclaiming any unspent monies should a scheme not proceed.

The loan term will be 5 years from the date of the agreement to lend. The loan would be repayable immediately if;

- no money is repaid with 28 days of the agreed due date.
- any enforcement notices are not complied with within 7 days.
- breach of the agreement
- insolvency

Loans will be subject to interest if the scheme is given planning consent and proceeds to build. Interest will be charged at 3.6% annually from the date of planning consent.

The Borough Council reserves the right to reclaim funds where the obligations of the agreement are not met, this may include court action where appropriate.

## Land Purchase

This option makes use of the Borough Council's own funds and is outside the Community Housing Fund budget.

Purchasing land will be considered on an exceptional basis only where the CLHO is established and will lose the optimum site if it is not purchased quickly and the CLHO will not be able to proceed unless the Council purchases the land.

The Council will consider purchasing the site following a formal valuation where planning permission has been granted or it is reasonable to expect that it will be based

on received pre-application enquiry. The CLHO will have a formal right of first refusal to purchase the land at the same cost and will reimburse the Council's purchase costs.

### Development Loan

This option makes use of the Borough Council's own funds and is outside the Community Housing Fund budget.

Development loans will be considered where the CLHO is established and funding is required to support development.

Loans would be available on commercial rates of interest and would be repaid within 5 years.

Financing would be secured against the land.

## 6 DELEGATED DECISIONS

In order for this policy to be effective delegated authority has been given to key officers within the Council to authorise expenditure:

- For all types of application the Community Housing Group will assess each application received against the criteria in Appendix A to be able to make a recommendation.
- If agreed, the recommendation will be made to provide funding including details on amount of funding and type (grant or loan).
- Delegated authority has been given to Strategic Directors in consultation with the Section 151 Officer to approve allocation of funds.
- Applications for land purchases will be reviewed by Executive Leadership Team and will then require committee approval.
  - Housing and Neighbourhoods Committee if purchase is over £50K.
  - Policy and Resources Committee if purchase is over £100K.

## 7 MONITORING AND REVIEW OF THE POLICY

The policy will be monitored and be subject to review within 3 years.

## **1 APPLICATION DETAILS**

Applications are welcomed for the Community Housing Fund available from Great Yarmouth Borough Council.

Applications will be assessed on a first come first served basis at the discretion of Great Yarmouth Borough Council Community Housing Fund Group and funding is available until fully committed. Decisions on applications will be made in accordance with the Community Housing Fund policy and this document.

As loans are repaid further applications will be accepted. The availability of funding will be advertised on the Great Yarmouth Borough Council website.

Applications will be accepted from any newly created Community Land Trust (CLT) and any other Community Led Housing Projects operating in the Great Yarmouth Borough. Or in the case of the start-up grant, a group wishing to establish a Community Land Trust or other form of Community Led Housing Organisation (CLHO).

Funding for successful applications will be provided as grants or loans or in exceptional cases the Council will purchase land on behalf of a Community Led Housing Organisation as outlined in the Community Housing Fund Policy.

## **2 USE OF FUNDING**

Please refer to the Community Housing Fund Policy for details of the relevant funding streams and eligible uses.

## **3 APPLICATION REQUIREMENTS**

All applicants are required to read and understand the terms and conditions for the relevant funding stream and to submit the information requested in the relevant application form. Further supporting information can be attached to any of the applications.

## **4 ASSESSMENT CRITERIA**

All applications will be assessed against several criteria including;

Local housing needs (in relation to applications for a loan)  
Strategic fit  
Value for money

### **Local Housing Needs**

The scheme must meet the local housing needs as demonstrated in a housing needs survey for the area of the borough in which the development is planned.

A scheme meeting the different sizes, tenures and affordability identified will be more likely to receive a favourable decision.

## **Strategic Fit**

In order to ensure that the schemes supported by the Fund are genuinely community-led, applications will be assessed on the level of community engagement and support.

Applications which can show higher levels of community support will be more likely to receive funding than a similar proposal with little evidence of support.

Where the request for funding is to pay for a housing needs survey to be carried out, your submission should include details of how community engagement will be carried out.

We expect close collaboration with the community to help ensure important additional benefits in respect of the quality of design, innovative construction technologies, tenures and approaches to financing can be realised as part of the scheme.

## **5 TIMETABLE**

The Community Housing Fund is open for applications from 1<sup>st</sup> May 2019.

Applications will be assessed by officers of the Community Housing Fund Group and then taken to Strategic Directors and where applicable the relevant committee for final approval.

It is anticipated the process should take up to 8 weeks, subject to requests for additional information and timing of the next available committee if applicable.

## **6 CONTRACT AGREEMENT**

Successful applicants will be required to enter into a legally binding agreement with Great Yarmouth Borough Council where a grant or loan is provided.

Successful applicants will be required to submit a statement confirming that the grant / loan funding has been used in accordance with the terms of the funding agreement and provide evidence as requested of how the monies have been received. It is therefore recommended that all recipients keep records of expenditure.

Where a request to purchase land is agreed, the CLT or other community housing group will enter into an option agreement with the Council providing first right of refusal to purchase the land from the Council (or for their appointed Registered Provider to purchase the land) within 2 years of the decision to purchase the land being made.

## Eligibility

1. Applicants must be based in the Great Yarmouth Borough Council administrative area.
2. Applicants must be working towards a community-led housing scheme as defined by the following three key principles:
  - i. The community is integrally involved throughout the process in key decisions for example what is provided, where, and for who. The conversation doesn't have to have been initiated by the community nor build the homes themselves
  - ii. The community group will take a long term formal role in the ownership, stewardship or management of the homes.
  - iii. The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.
3. Applicants must be working towards a scheme which prioritises the delivery of permanently affordable housing. Schemes which are delivering other assets in addition may be considered on a scheme by scheme basis.

## Eligible Activities

4. The grant payment of £5000 is for start-up costs as defined in the Community Housing Fund Policy.

## Communication

5. In order to apply for a grant, groups must have had an initial meeting with the Council's Community Led Housing Consultant as they are retained to support the development of community led housing groups.
6. Any groups awarded funding are expected to maintain a line of communication with the Council's consultant and the Enabling and Empty Homes Officer at Great Yarmouth Borough Council.

## Inappropriate use of funds

7. If the group would like to use the grant for anything outside of the prescribed activities defined in the Community Housing Fund Policy they must first contact Great Yarmouth Borough Council for written consent. The group may be required to pay back any funds used inappropriately or not in accordance with these terms.
8. If the group decide not to pursue community-led housing they will be required to pay back any remaining grant so that it can be made available to other community-led housing organisations.

If you have any questions about whether your proposed activities will be eligible for our funding or how your group can implement funding please contact the Council's consultant or the Enabling and Empty Homes Officer at Great Yarmouth Borough Council.

Signed:

On behalf of [insert group]

On behalf of Great Yarmouth Borough Council

.....

.....

.....

.....

.....

## Community Housing Fund Application Form – Set Up Grant

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The Community-led Housing Fund is available to communities and groups in Great Yarmouth Borough Council who have an interest in developing affordable housing for their local community. The grant of up to £5,000 will help groups to explore their ideas for community-led housing with the Council's Community Led Consultant to develop initial ideas into business plans.

### Completing the Form

Please ensure that you have read and understood the Community Housing Fund Policy, Application Requirements and Terms and Conditions – Set Up Grant prior to completing this form.

When completing the form please give us as much information as possible and include any additional information to support the application.

Please return your completed application to the Enabling and Empty Homes Officer;

Email: [susan.bolan@great-yarmouth-org.uk](mailto:susan.bolan@great-yarmouth-org.uk)

Post: Room 3.2, Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk, NR30 2QE.

### The Application Process

The Council's consultant can provide practical guidance on how to complete this form.

As detailed in the Community Housing Fund Policy, applications will be considered by the Community Housing Group at Great Yarmouth Borough Council and a recommendation made to Strategic Directors and Section 151 Officer for decision. The decision should take approximately 8 weeks subject to receiving the relevant information with the application.

### Contact

To arrange a meeting with the Council's consultant or have an informal discussion about this application form please contact the Council's Enabling & Empty Homes Officer;

Telephone: 01493 846113

Email: [susan.bolan@great-yarmouth.gov.uk](mailto:susan.bolan@great-yarmouth.gov.uk)



Community Housing Fund  
Application Form – Set Up Grant



**About your organisation:**

Organisation name (if created):			
Name of contact:		Title:	
Position held:			
Correspondence address:			
		Postcode:	
Telephone:		Contact telephone:	
Email address:			
Does your organisation already have a bank account (delete as applicable)? <i>Note: if there is a bank account, please supply a copy of the latest statement</i>			Yes / No
If no bank account, is there another local organisation, such as a Parish or Town Council that could hold and administer the grants funds on your behalf? If so, please give details below:			
Organisation: _____			
Bank: _____			
Account No: _____ Sort Code: _____			
Signature of person responsible for set-up grant application:			
Print name:			Date:

By signing this form you are stating your agreement and understanding of the Community Housing Fund Policy, Application Requirements and Terms and Conditions – Set Up Grant.

Community Housing Fund  
Application Form – Set Up Grant



In which area will your organisation be?	
What type of organisation are you creating? (e.g community land trust, co-operative, co-housing, development trust)	
How did you hear about the Community-Led Housing grant fund?	
<p><b>What is your vision for your organisation?</b></p> <p><i>The vision will explain the long-term changes that you expect to achieve through the work of your organisation. The type of community assets you want to create (e.g. houses, workspaces, open space etc), and the scale of your projects, i.e. how many properties you hope to build?</i></p> <p><b>DRAFT</b></p>	

## Trustees

How many people are currently involved?	
Please list the names and give brief details of your working group. so far as it is established (e.g. 'local resident', 'Parish Councillor', 'Local Authority Representative', 'Housing Officer'):	
Why are you the right people to lead this project? (e.g skills)	
What skills are you missing and how will you acquire them?	
Do you have the support of other individuals or organisations? If so, please outline (e.g. 'local authority', 'parish council', 'regional CLT Umbrella')	

### **Eligibility**

1. Applicants must be a legal entity established as a community led housing organisation and have had guidance and assistance from the Council's Community Led Housing Consultant.
2. Applicants must be working towards a community-led housing scheme as defined by the following three key principles:
  - i. The community is integrally involved throughout the process in key decisions for example what is provided, where, and for who. The community does not need to build the homes themselves
  - ii. The community group will take a long term formal role in the ownership, stewardship or management of the homes.
  - iii. The benefits of the scheme to the local area and/or specified community group are clearly defined and legally protected in perpetuity.
3. Applicants must be working towards a scheme which prioritises the delivery of permanently affordable housing. Schemes which are delivering other assets in addition may be considered on a scheme by scheme basis.

### **Eligible Activities**

4. The loan amount (maximum £60,000) is for the feasibility and planning activities defined in the Community Housing Fund Policy.
5. The loan will be administered as defined in the Community Housing Fund Policy.
6. The loan is subject to an interest charge of 3.6% per year from the date planning permission is granted.

### **Communication**

7. Any groups awarded funding are required to maintain a regular line of communication with the Council's consultant and the Enabling and Empty Homes Officer at Great Yarmouth Borough Council.

### **Inappropriate use of funds**

8. If the group would like to use the grant for anything outside of the activities defined in the Community Housing Fund Policy they must first contact Great Yarmouth Borough Council for written consent. The group may be required to pay back any funds used inappropriately or not in accordance with these terms.

If you have any questions please contact the Council's consultant or the Enabling and Empty Homes Officer at Great Yarmouth Borough Council.

## Community Housing Fund Application Form – Loan Funding

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The Community-led Housing Fund is available to established community led housing organisations in Great Yarmouth Borough Council who have an interest in developing affordable housing for their local community. The loan of up to £60,000 is to assist established groups with the feasibility and business planning to bring forward a planning application.

### Completing the Form

Please ensure that you have read and understood the Community Housing Fund Policy and Terms and Conditions – Loan Funding prior to completing this form.

When completing the form please give us as much information as possible and include any additional information to support the application.

Please return your completed application to the Enabling and Empty Homes Officer;

Email: [susan.bolan@great-yarmouth-org.uk](mailto:susan.bolan@great-yarmouth-org.uk)

Post: Room 3.2, Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk, NR30 2QE.

### The Application Process

The Council's consultant can provide practical guidance on how to complete this form.

As detailed in the Community Housing Fund Policy, applications will be considered by the Community Housing Group at Great Yarmouth Borough Council and a recommendation made to Strategic Directors and Section 151 Officer for decision. The decision should take approximately 8 weeks subject to receiving the relevant information with the application.

### Contact

To arrange a meeting with the Council's consultant or have an informal discussion about this application form please contact the Council's Enabling & Empty Homes Officer;

Telephone: 01493 846113

Email: [susan.bolan@great-yarmouth.gov.uk](mailto:susan.bolan@great-yarmouth.gov.uk)

**About your organisation:**

Organisation name:			
Registration Number:			
Name of contact:		Title:	
Position held:			
Organisation address:	Correspondence address (if different):		
Postcode:		Postcode:	
Telephone:		Contact telephone:	
Email address:			
Website:			
Bank Account details for payment;			
Bank Name: _____			
Account Number: _____ Sort Code: _____			
Signature:			
Print name:		Date:	

By signing this form you are stating your agreement and understanding of the Community Housing Fund Policy,  
Application Requirements and Terms and Conditions – Loan Funding.

## The Project

*Please provide details of your proposal including where possible; What is to be built, number of homes, construction techniques, proposed tenure, who the landlord will be, how the community will benefit, who is expected to buy / rent the properties, details of community engagement. Please continue with additional pages if required.*

DRAFT

Site Identified:	Yes / No	Location:	
Site secured:	Yes / No		
If No, how will the site be secured?			
Planning Status:		Class (if known):	
Type of housing to be provided:	General Needs / Specialist (Vulnerable / Older People) / Other		
Other:			
Do you have an allocations policy? (If yes, please provide a copy)	Yes / No		

Total Scheme Costs:	£		
Loan Required:	£		
Additional Funding:	£	Source:	
	£	Source:	
	£	Source:	

Please submit an indicative timescale for the expected draw down of the loan.

Please tell us anything else you would like us to know about your project:



## Community Housing Fund Land Purchase Request

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As part of the commitment to community-led housing, Great Yarmouth Borough Council has within the Community Housing Fund Policy the option to be able to purchase land on behalf of a Community Land Trust. This is using the council's own funds and is outside the Community Housing Fund budget.

This option will only be considered on an exceptional basis.

### Completing the Form

Please ensure that you have read and understood the Community Housing Fund Policy prior to making your request.

When completing the form please give us as much information as possible and include any additional information in support.

Please return your completed form to the Enabling and Empty Homes Officer;

Email: [susan.bolan@great-yarmouth-org.uk](mailto:susan.bolan@great-yarmouth-org.uk)

Post: Room 3.2, Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk, NR30 2QE.

### Process for Requests

In order to make a request for land purchase, groups must be established as a legal entity and have had guidance and assistance from the Council's Community Led Housing consultant.

As detailed in the Community Housing Fund Policy, requests will be considered by the Community Housing Group at Great Yarmouth Borough Council and a recommendation made to Strategic Directors and Section 151 Officer, following this the decision for purchase must be taken before the relevant committee. A timescale for decision will be given with the confirmation of receipt of the request, this is approximately 8 weeks but is subject to committee timetables.

### Contact

To arrange a meeting with the Council's consultant or have an informal discussion please contact the Council's Enabling & Empty Homes Officer;

Telephone: 01493 846113

Email: [susan.bolan@great-yarmouth.gov.uk](mailto:susan.bolan@great-yarmouth.gov.uk)

**About your organisation:**

Organisation name:			
Registration Number:			
Name of contact:		Title:	
Position held:			
Organisation address:	Correspondence address (if different):		
Postcode:		Postcode:	
Telephone:			
Email address:			
Website:			
Signature:			
Print name:	Date:		

**The Site**

Site Address:			
Planning Granted:	Yes / No	Planning Application No.	
If No, have pre – application discussions been held?	Yes / No		
Planning Officers Name:			
Summary of discussion:			

Community Housing Fund  
Land Purchase Request



Current Owner:	
Contact Details:	
Telephone:	
Email:	
Marketing Value:	
When do you expect to be able to purchase the site from the Council?	

**Development**

<b>If no planning application has been submitted, please provide details of the proposed development.</b>			
No. of Homes		Proposed Tenure:	
Type of Home	General Needs / Specialist (Vulnerable / Older People) / Other		
Other:			
Landlord:			
Start on Site:		Completion Date:	
<p>Please tell us anything else you would like us to know about your project:</p>			