

Subject: Long Term Empty Void Properties

Report to: Management Team – 19th February 2018
Housing and Neighbourhoods – 1st March 2018

Report by: Head of Property and Asset Management

SUBJECT MATTER/RECOMMENDATIONS

This report requested approval to undertake rectification works in a range of properties utilising the 2017/18 and 2018/19 budget allocation for Long Term Void and Major Voids:

1. 17 West Road, Great Yarmouth – retain 1 bed bungalow
2. 30 Exmouth Road, Great Yarmouth – refurbish to provide two bed house
3. 2 Coastguard Cottages, Winterton – retain three bed house
4. 38 Admiralty Road, Great Yarmouth – conversion to two bed house
5. 54 Harbord Crescent, Great Yarmouth – conversion to two bed house
6. 103/104 Admiralty Road, Great Yarmouth – conversion of two properties to form one six bed house.

With the approval of Committee a full tendering process will commence if costs and works are as anticipated refurbishments will commence without further communication however if tenders identify any increase in costs information will come back to Committee for further consideration.

1. INTRODUCTION/BACKGROUND

- 1.1 This report deals with a number of properties which are currently classed as long term voids having been empty for anything between 12 months and 10 years. The void periods will be for a variety of reasons and these are expressed within the body of the report.
- 1.2 This report deals with six of the ten long term void properties within the asset portfolio the remaining four include:
 - Ormesby Road, Filby – progressing through Planning Permission for development of four new properties utilising the garden in addition to the refurbishment of the property.
 - Horsey Road, West Somerton – being investigated by Equinox Enterprises for additional development and refurbishment.

- 17 and 21 Raleigh Avenue, Great Yarmouth - being evaluated by a specialist in this type of property construction, it is anticipated that information relating to these properties will be brought to the next meeting.

2. **INDIVIDUAL PROPERTIES**

- 2.1 Property - 17 West Road, Great Yarmouth void since March 2008 and suffering from significant structural issues. The property has subsidence which has effected the stability of the chimney and therefore this will require removal and associated remedial works to the roof, floor, walls. As part of the refurbishment it is suggested that the layout of the bungalow be slightly amended to provide a full accessible ground floor property fit for purpose. Proposals and drawings are provided at appendix 1

Needs analysis – based on the current information held within the Allocation Pool there are a total of 24 applicants waiting for this type of sheltered accommodation.

- 2.2 Property - 30 Exmouth Road, Great Yarmouth void since May 2013 requires general refurbishment. This property is currently a three bedroom, downstairs bathroom property with a bedroom through bedroom access and single brick rear extension. Issues with the property include mould and damp from the single brick extension and therefore the refurbishment is costed to include a rebuild of the rear extension with a conversion to a two bedroom, three person property with upstairs bathroom. Drawings are provided at appendix 2

Needs analysis – based on the current information held within the Allocation Pool there are a total of 62 applicants waiting for this type of accommodation in this area of the town.

- 2.3 Property – 2 Coastguard Cottages, King Street, Winterton void since November 2013, extensive refurbishment is required of this three bedroom properties, limited parking. The Council continues to own other properties within this block. Appraisal and drawings are provided at appendix 3

Needs analysis – based on the current information held within the Allocation Pool there are a total of 41 applicants waiting for this type of accommodation in a rural area.

- 2.4 Property - 38 Admiralty Road, Great Yarmouth void since May 2016 again this property has a single brick rear extension and would require some remodelling of facilities to provide a two bed three person property. Appraisal and drawings are provided at appendix 4

Needs analysis – based on the current information held within the Allocation Pool there are a total of 45 applicants waiting for this type of accommodation in this area of the town.

- 2.5 Property – 54 Harbord Crescent, Great Yarmouth void since February 2017. This property is currently a three bed, downstairs bathroom property with a bedroom through bedroom access the proposal is to remodel to relocate the bathroom to the upstairs and converting to a two bedroom, three person property with upstairs bathroom. Drawing and appraisals are provided at appendix 5.

Needs analysis – based on the current information held within the Allocation Pool there are a total of 71 applicants waiting for this type of accommodation in this area of the town.

- 2.6 Property – 103/104 Admiralty Road, Great Yarmouth. This property was previously leased to the Access Community Trust and utilised as a hostel but returned to Community Housing ownership in January 2017. During the period on lease the properties had been used as one 6 bed accommodation although full conversion to one property had not been completed there remained two sets of stairs, two front doors etc. The option being put before the Committee is to formalise the conversion to a six bedroom property for use by Community Housing and fully complete the conversion. This would in real terms remove one property from the Community Housing Asset Register as these remain registered as two three bedroom properties.

Needs analysis – based on the current information held within the Allocation Pool there are a total of 13 applicants waiting for 5 bedroom or larger properties with the average time on the allocation register being in excess of 3 years. Appraisal and drawings are provided at appendix 6.

3. **FINANCIAL IMPLICATIONS**

- 3.1 The financial implications for the properties are all significant and this is one of the reasons proposals have taken a significant amount of time to formulate however given the analysis of demand for these properties it is clear that there is a need within the Borough for these types and locations of properties.
- 3.2 Costs in relation to all addresses are listed below, it should be noted that these are currently estimated costs and all works will be tendered to ensure best value is achieved.

Address	Estimated Cost £
17 West Road, Great Yarmouth	59,869
30 Exmouth Road, Great Yarmouth	30,900
3 Coastguard Cottages, King Street, Winterton	60,492
38 Admiralty Road, Great Yarmouth	30,900
54 Harbord Crescent, Great Yarmouth	69,965
103/104 Admiralty Road, Great Yarmouth	78,563
Total	330,689

3.3 The budget for 2017/18 for long term voids is £100k which currently remains unspent it is proposed to request that this budget is rolled forward to incorporate the £100k 2018/19 budget to provide a total budget ability of £200k with additional funds utilised from the Major Void budget as required.

3.4 The above costs are estimated and a full tender process will be undertaken to ensure best value can be achieved.

4. **RISK IMPLICATIONS**

4.1 All of the above properties require significant works to bring them to the 'decent' standard the risk in association with this is that works could prove significantly more costly than anticipated should this be the case further consideration would be requested from Members in relation to the retention of these locations.

5. **CONCLUSIONS**

5.1 Consideration have been given to the sale of these properties rather than refurbishment however it is clear that the sale value of the properties would not facilitate replacement of like for like accommodation and therefore this has been discounted. As is identified in the risk implications should costs for the proposed refurbishments be higher than anticipated further consideration will be given to this option.

6. **RECOMMENDATIONS**

6.1 To carry forward the 2017/18 budget to provide funding of £200k in the 2018/19 budget to undertake repair and redevelopment proposals as detailed on the identified properties.

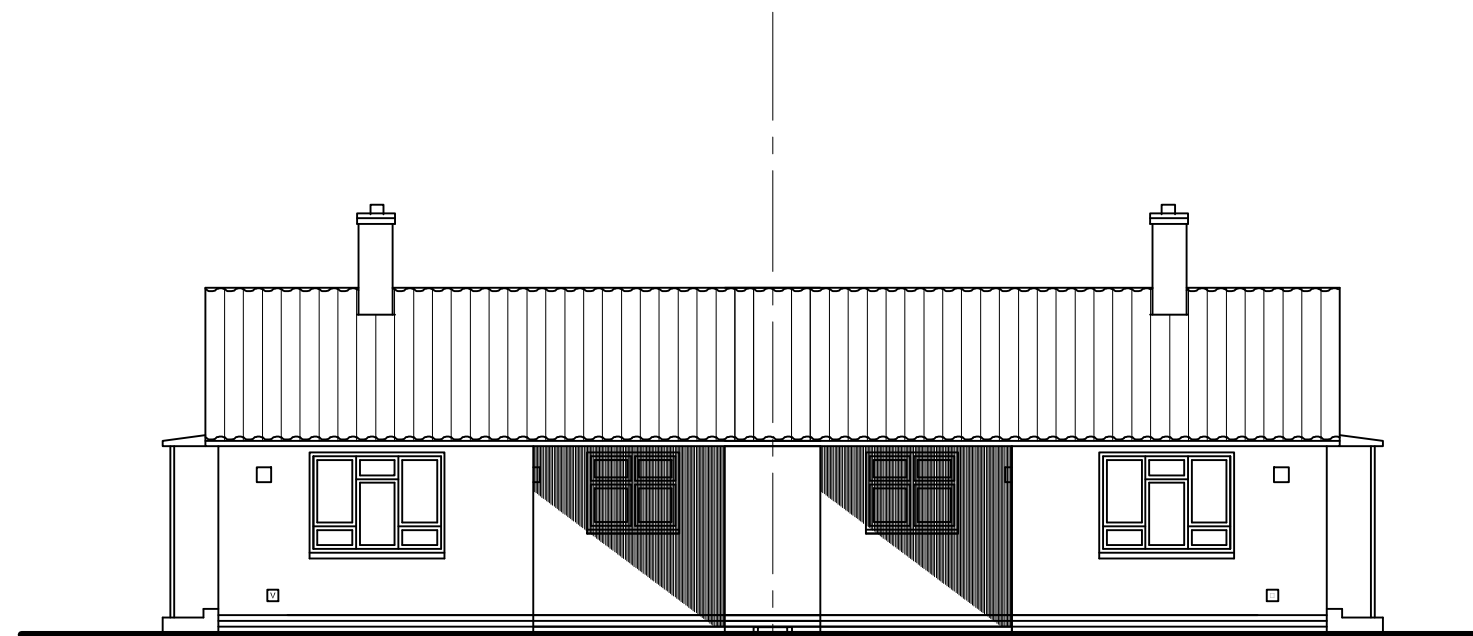
6.2 To utilise the Major Voids budget for any shortfall in funding.

6.3 With the approval of Committee a full tendering process will commence if costs and works are in line with this report refurbishments will commence however if tenders identify any increase in costs information will come back to Committee for further consideration prior to works being undertaken.

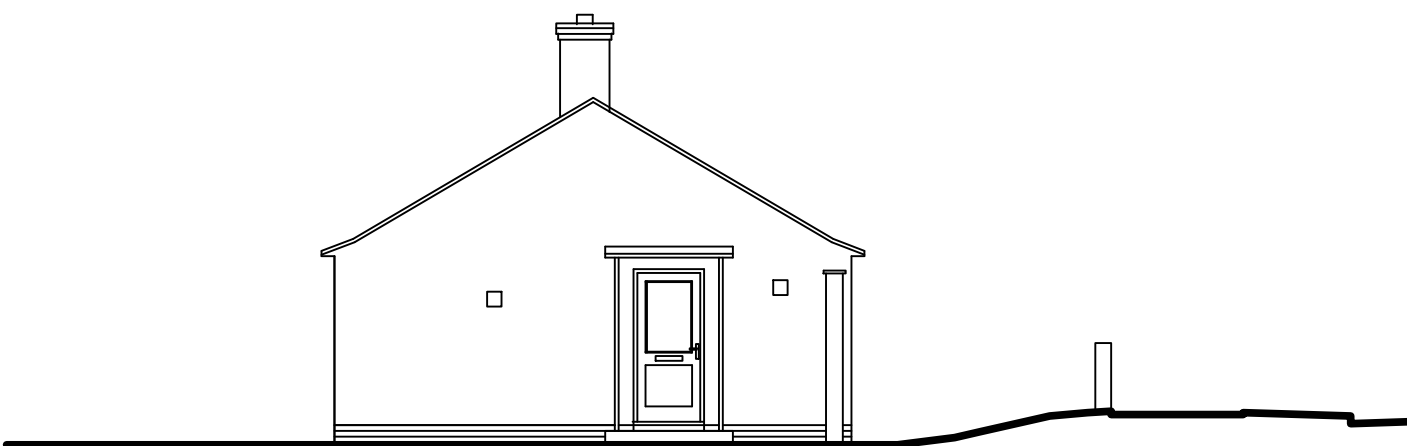
7. **BACKGROUND PAPERS**

Appraisal documentation from GYNorse
Current and proposed plans
Allocation Pool needs analysis

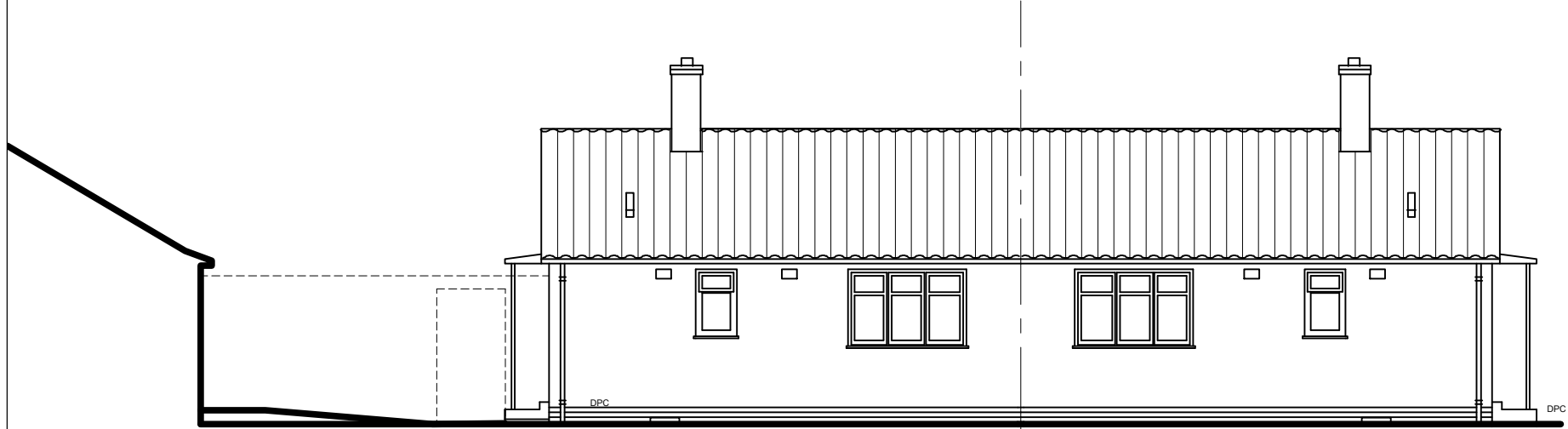
Area for consideration	Comment
Monitoring Officer Consultation:	None
Section 151 Officer Consultation:	None
Existing Council Policies:	
Financial Implications (including VAT and tax):	Considered and included
Legal Implications (including human rights):	None
Risk Implications:	Considered and included
Equality Issues/EQIA assessment:	None
Crime & Disorder:	None
Every Child Matters:	None



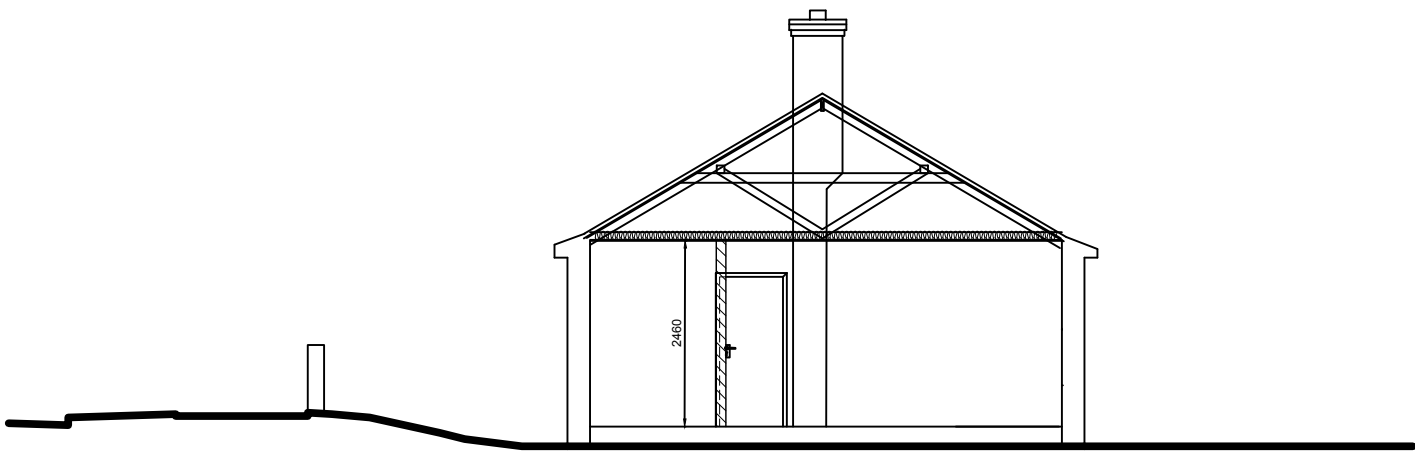
West Rear Elevation 17 West Road



Side elevation South 17 West Road



East Front Elevation 17 West Road



Section A - A Looking West

Existing Elevations and Section

Legend

Note:
All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME
Refurbishment,
17 West Road,
Great Yarmouth, NR30 1DQ.

CLIENT
GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE
Existing elevations & section

SCALE
1:100

DATE
Feb 2017

PROJECT NO.
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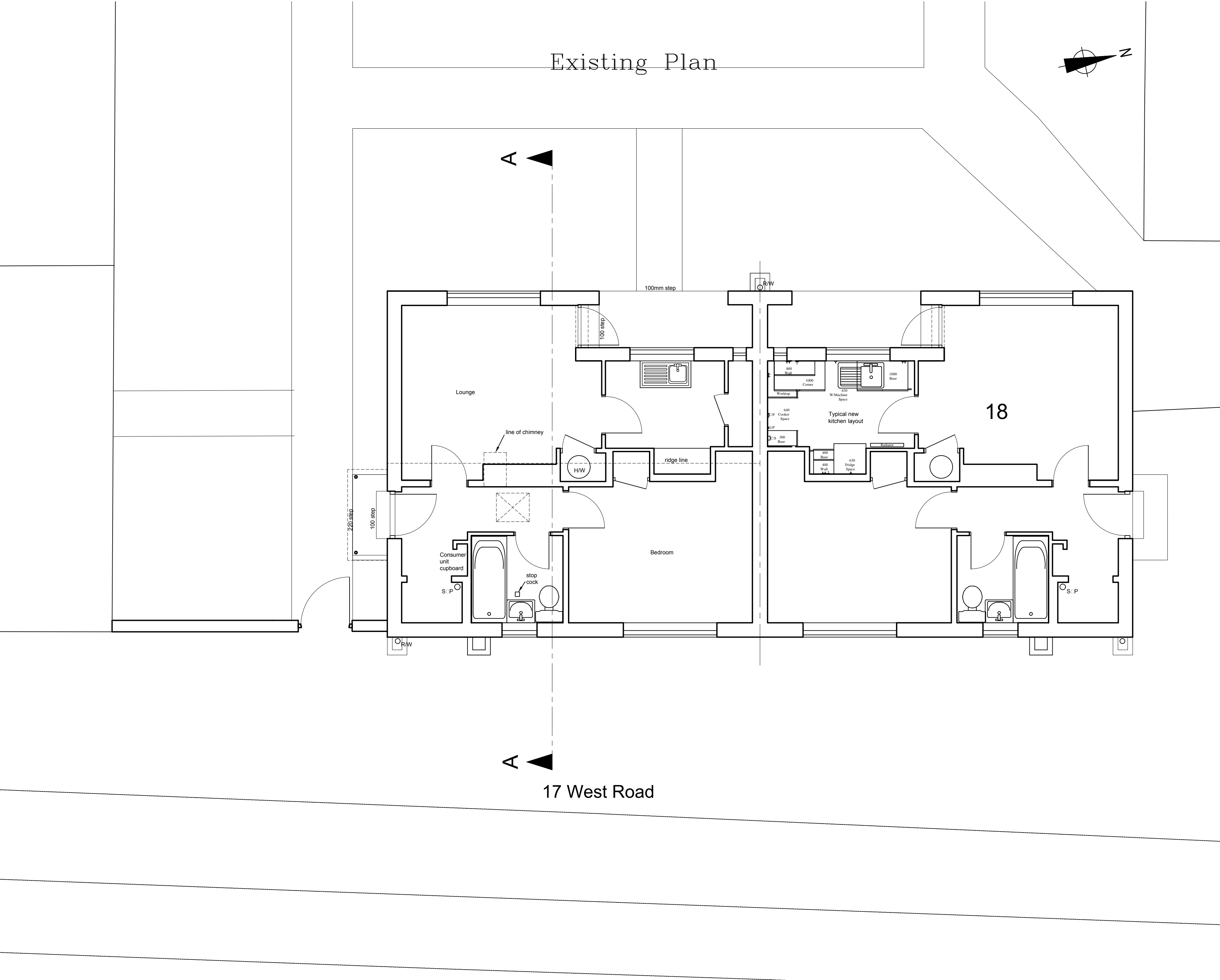
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S03

REVISION

REVISIONS		Date



Legend

Note:

All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME
Refurbishment,
17 West Road,
Great Yarmouth, NR30 1DQ.

CLIENT
GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE
Existing Floor Plans

SCALE
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DATE
Feb 2017

PROJECT NO.
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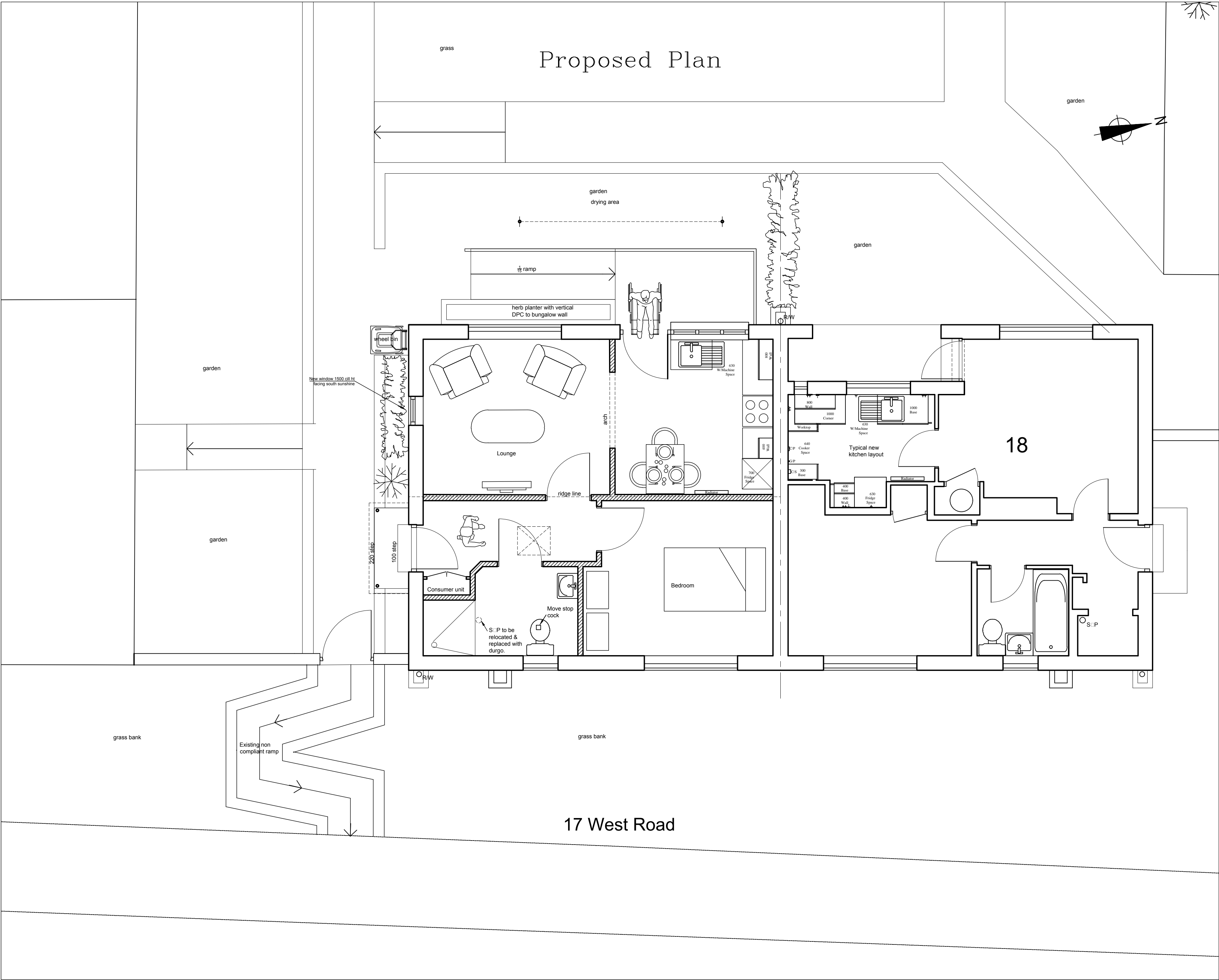
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SO2

REVISION

REVISIONS		Date



Legend

Note:

All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME

Refurbishment,
17 West Road,
Great Yarmouth, NR30 1DQ.

CLIENT

GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE

Proposed mobility plan

SCALE

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DATE

Feb 2017

PROJECT NO.

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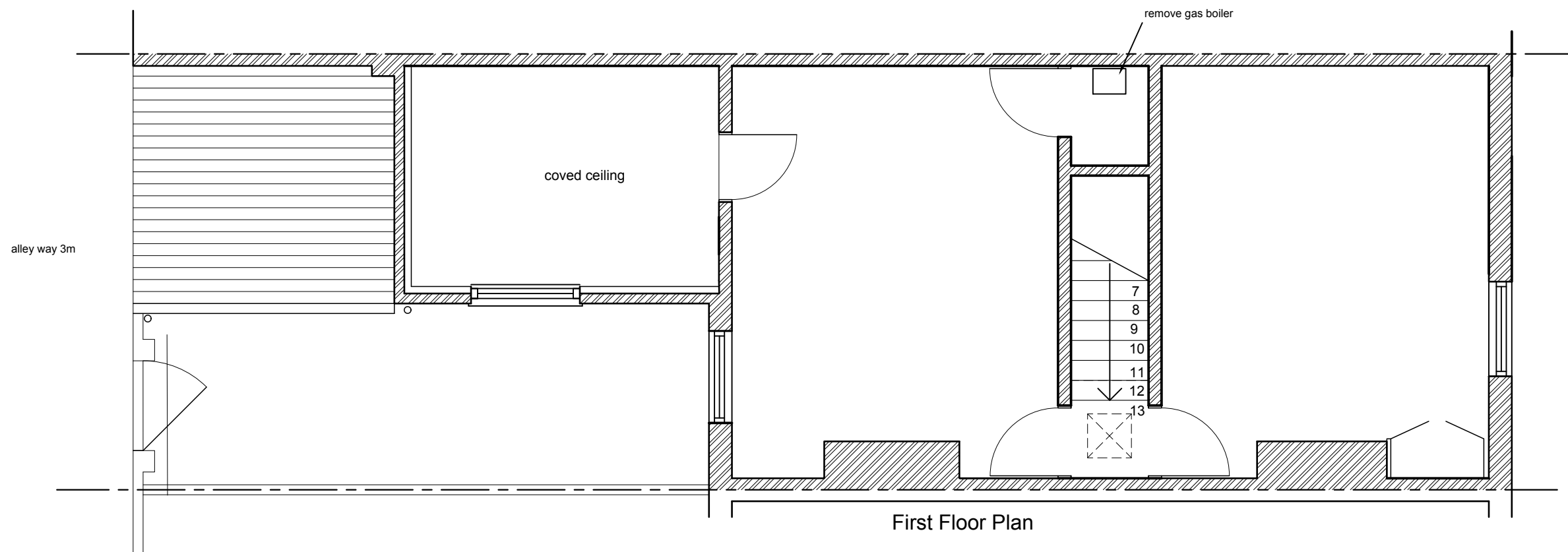
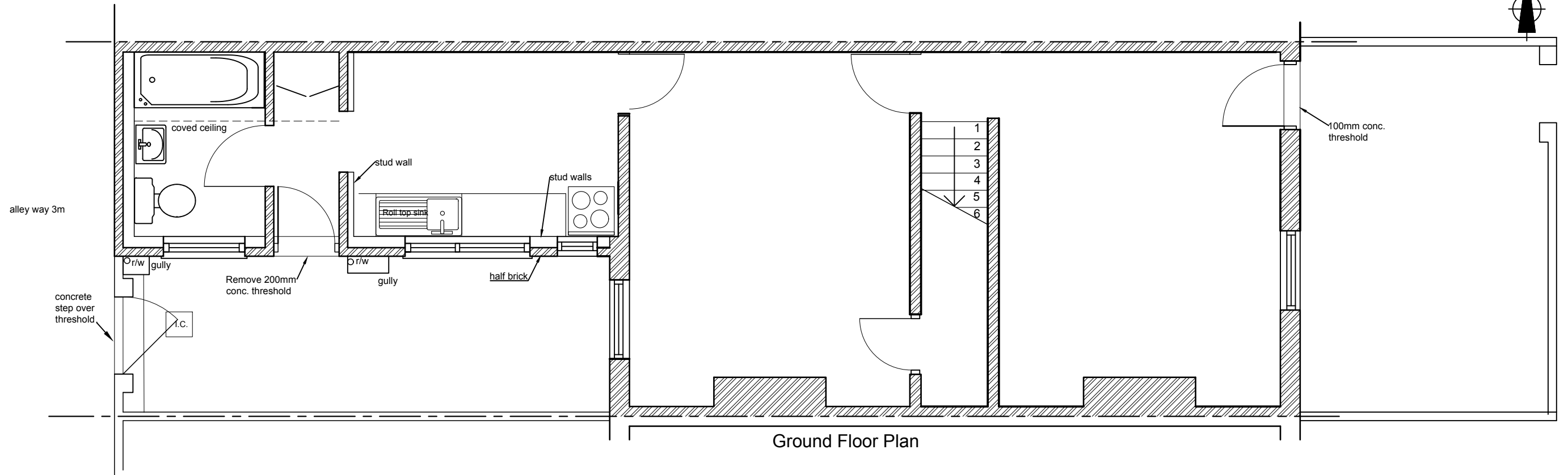
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SO5

REVISION

REVISIONS		Date

Existing 3 bed layout



PROJECT NAME

30 Exmouth Road,
Great Yarmouth,
NR30 3DN.

CLIENT

Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE

Existing Ground & 1st Floor Plan

Scale
1:50

Drawn by
BGL

Project No:

Dwg 01

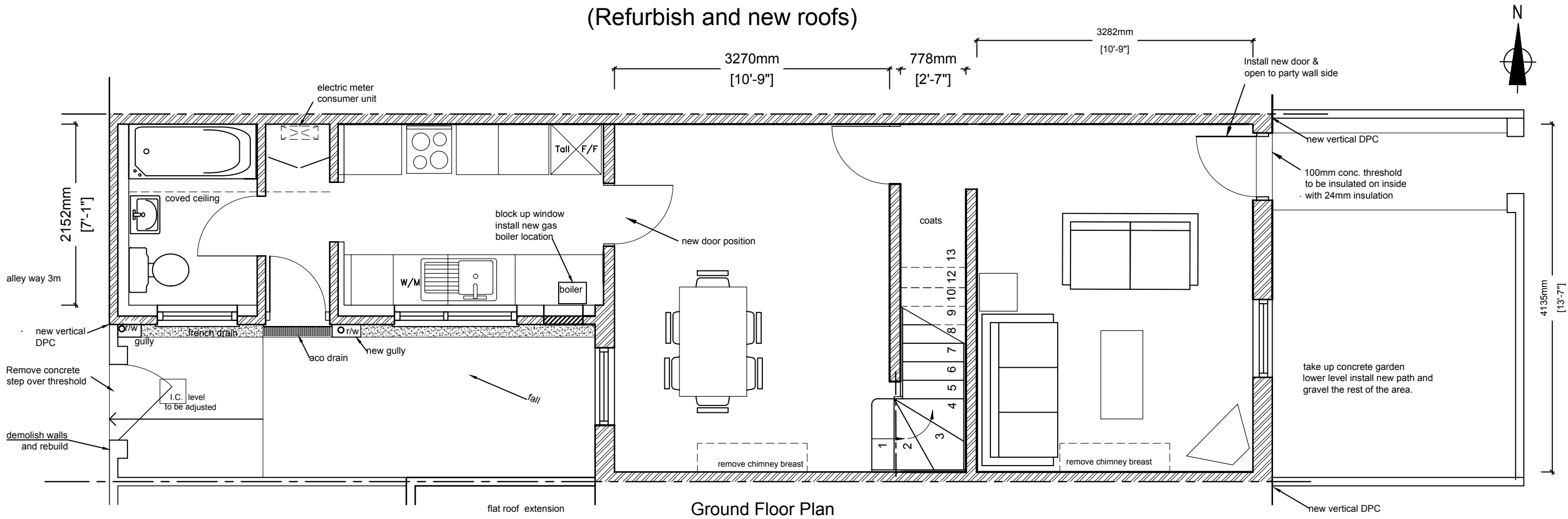
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Great Yarmouth Norse Asset Management Services

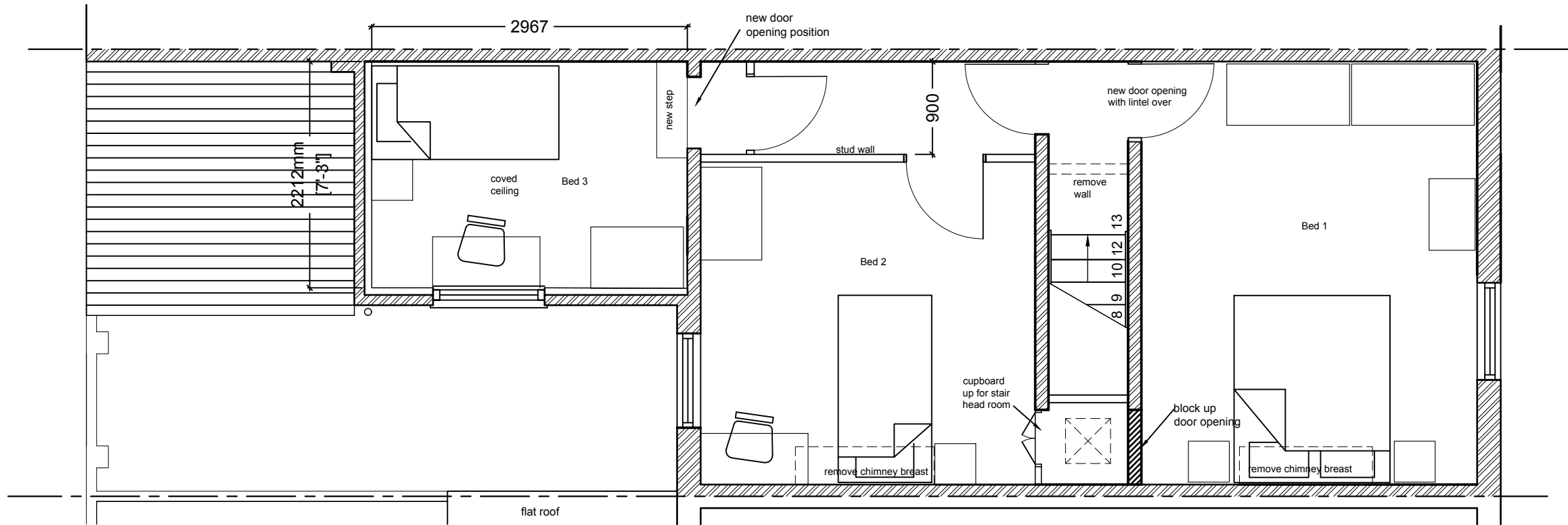
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA



Option 1 Three bed 4 Person
(Refurbish and new roofs)



Ground Floor Plan



First Floor Plan

PROJECT NAME
30 Exmouth Road,
Great Yarmouth,
NR30 3DN.

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
proposed Plans option 1
refurbish and new roofs

Scale
1:50

Drawn by
BGL

Project No:

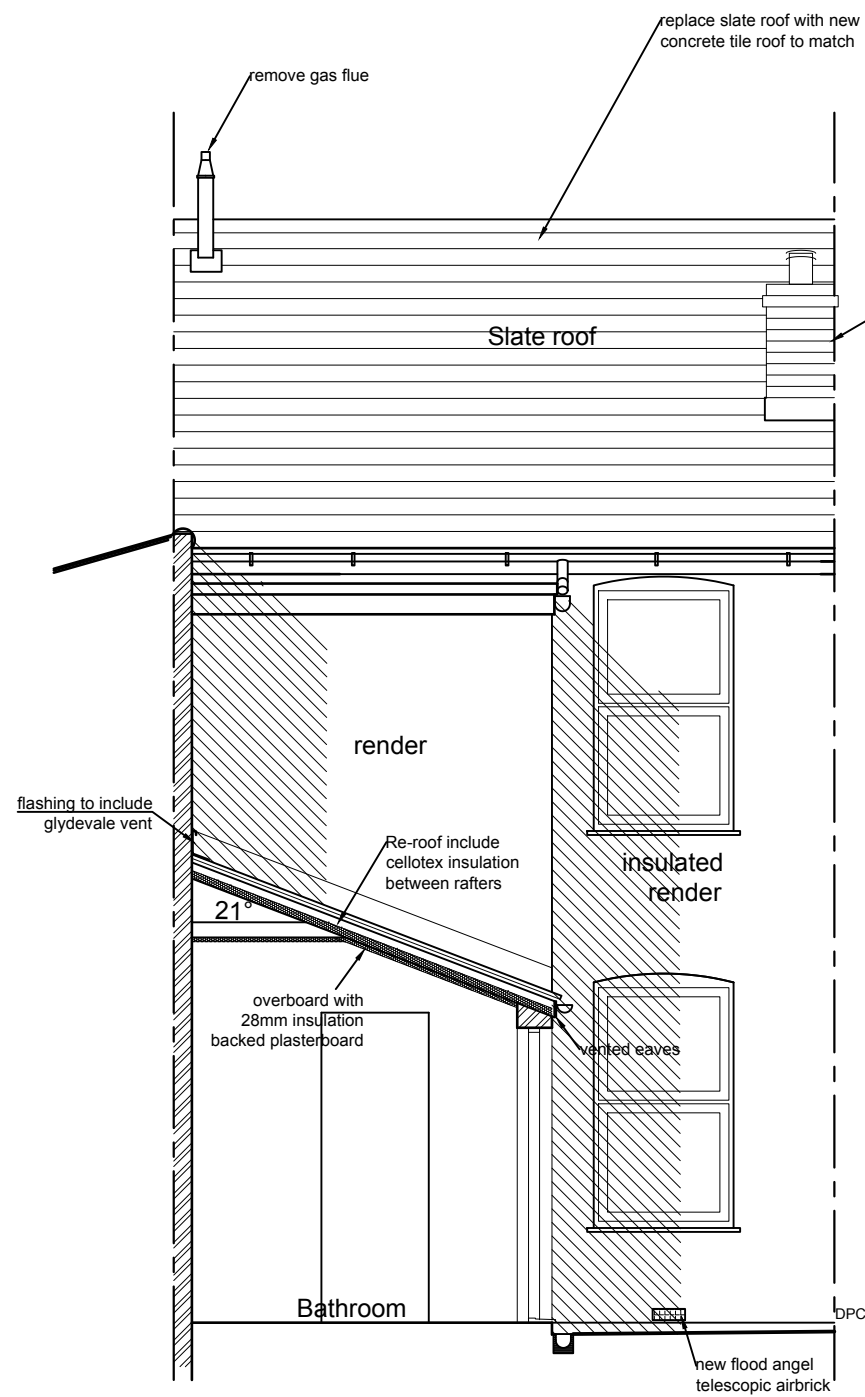
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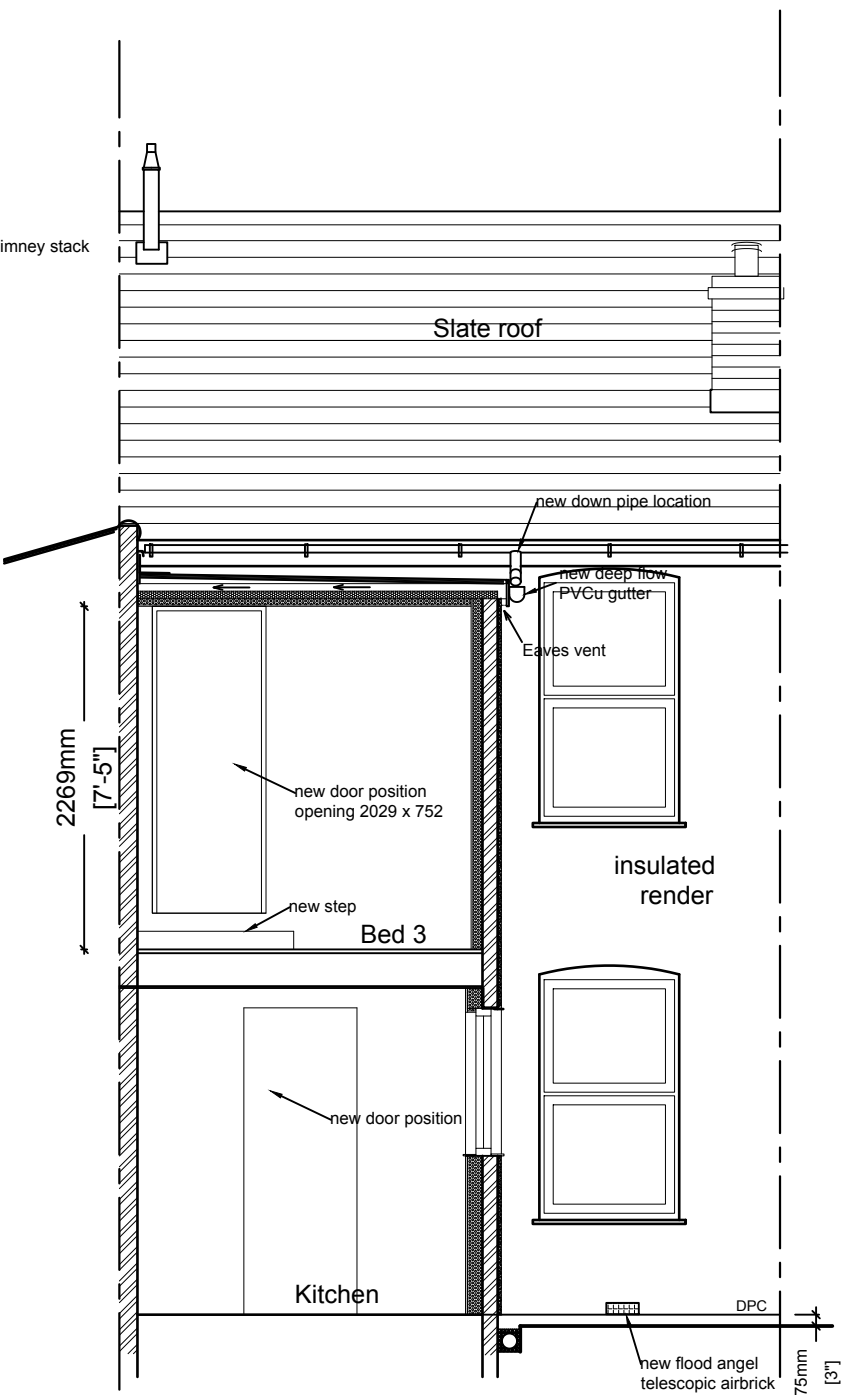
Great Yarmouth Norse Asset Management Services
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA



Option 1 Three bed 4 Person (Refurbish and new roofs)



East Elevation



Section

PROJECT NAME
30 Exmouth Road,
Great Yarmouth,
NR30 3DN.

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
Proposed elevations option 1
refurbish and new roofs

Scale
1:50

Drawn by
BGL

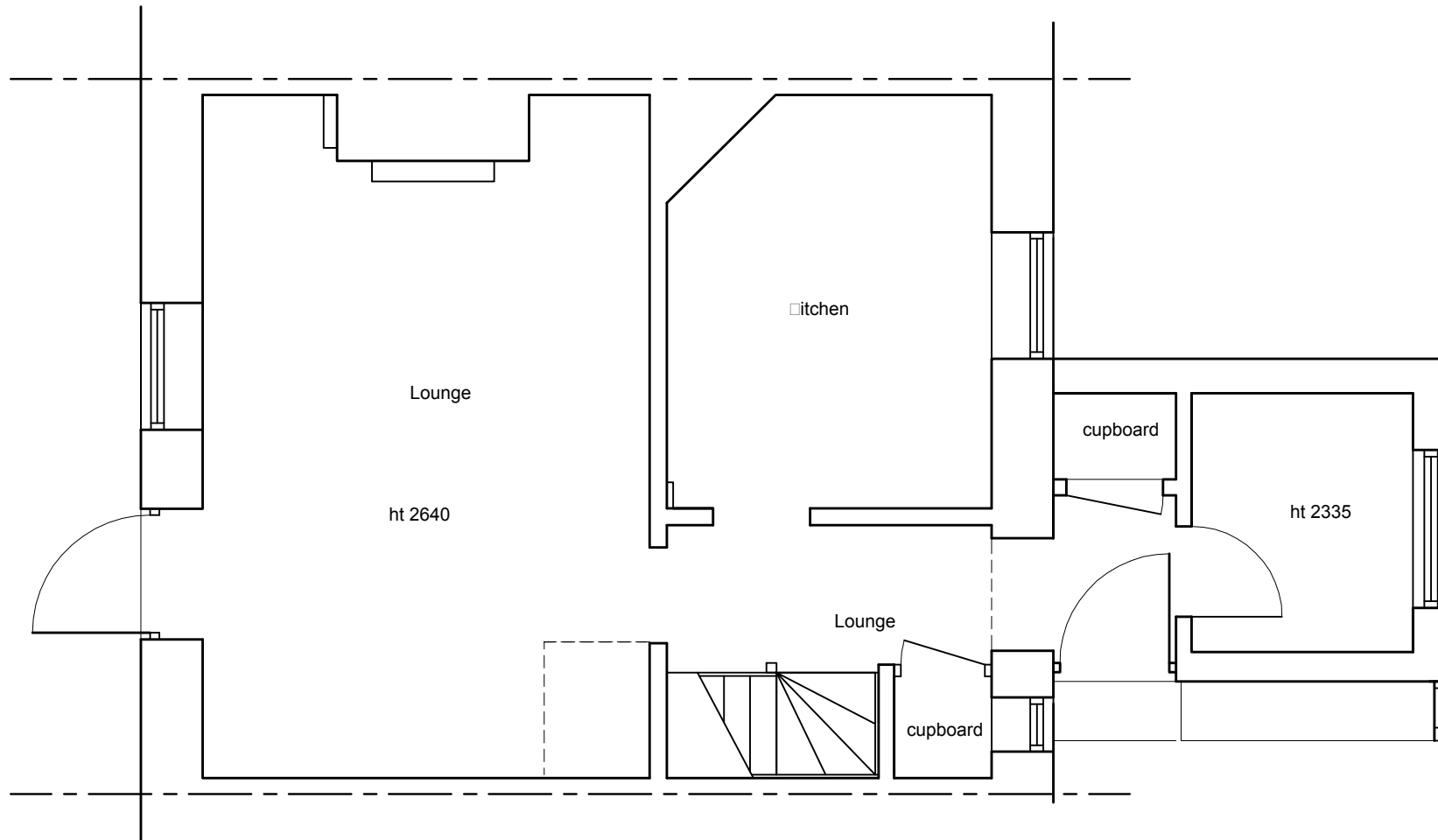
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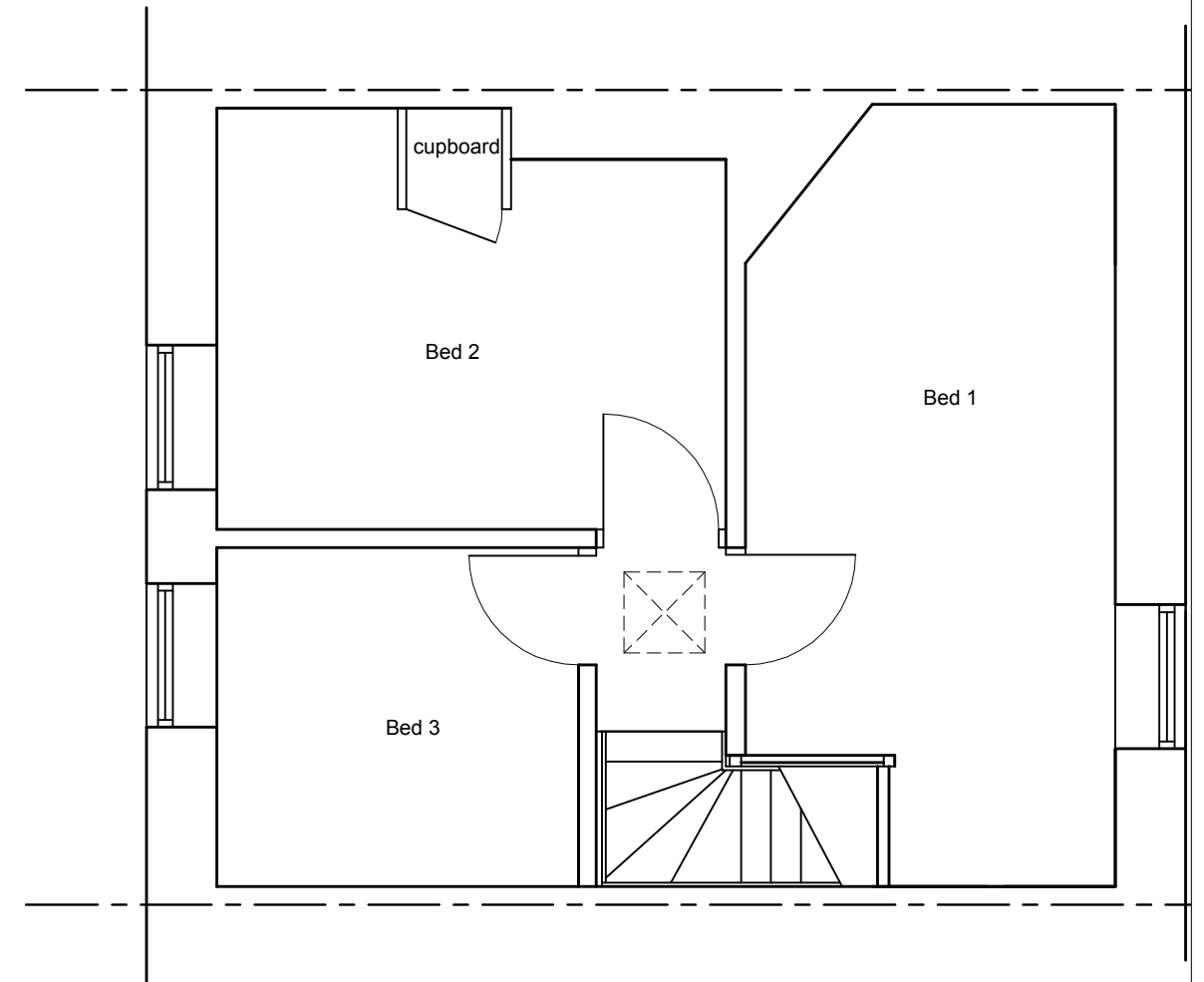
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Novus Centre, The Conge, Great - Yarmouth, NR30 1NA





Ground Floor Plan



First Floor Plan

PROJECT NAME
2 Coastguard Cottages
Winterton
NR29 4AT

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
Existing Ground & 1st Floor Plan

Scale
1:50

Drawn by
BGL

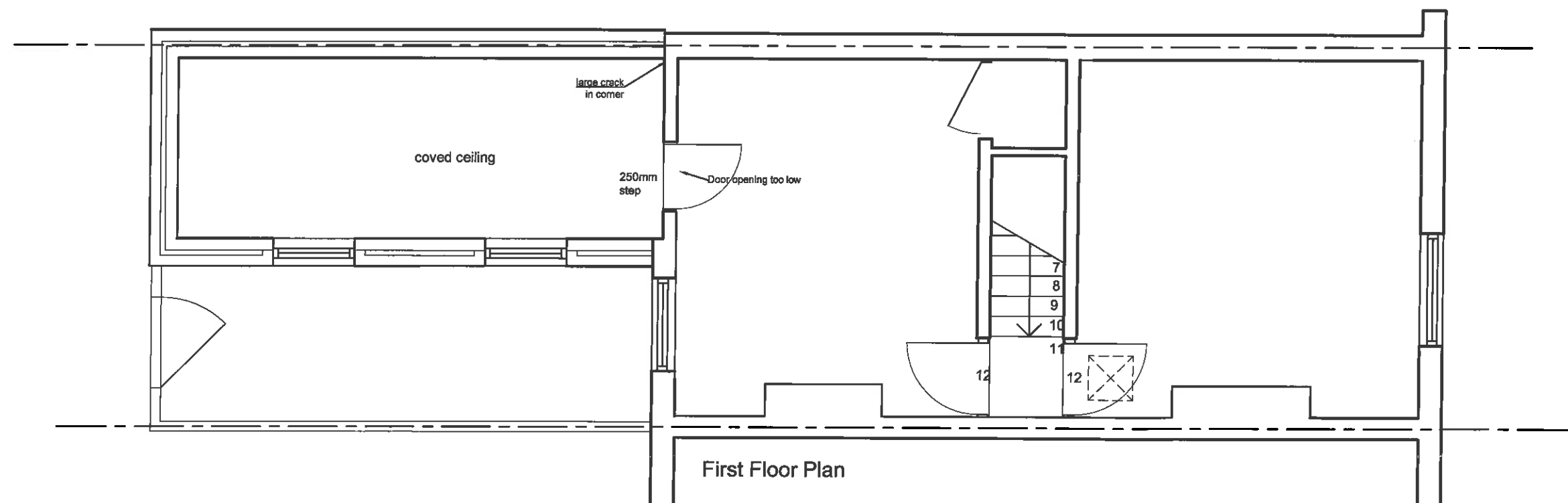
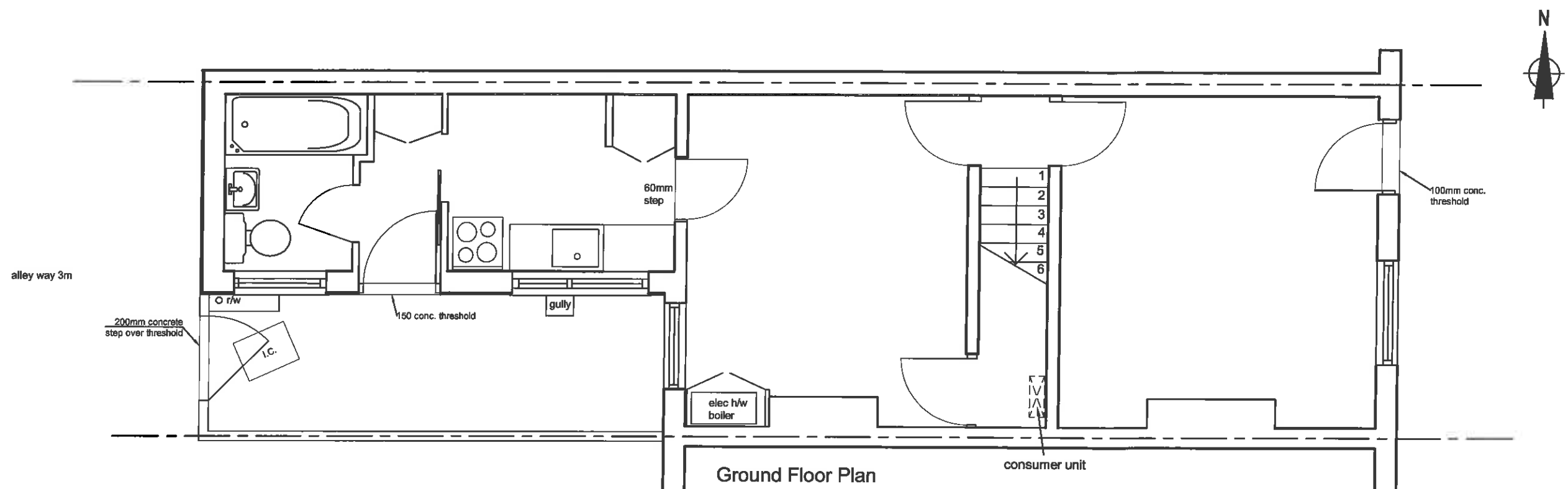
Project No:

Dwg 01

Rev:

Great Yarmouth Norse Asset Management Services
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PROJECT NAME

38 Admiralty Road,
Great Yarmouth,
NR30 3DQ.

CLIENT

Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE

Existing Ground & 1st Floor Plan

Scale
1:50

Drawn by
BGL

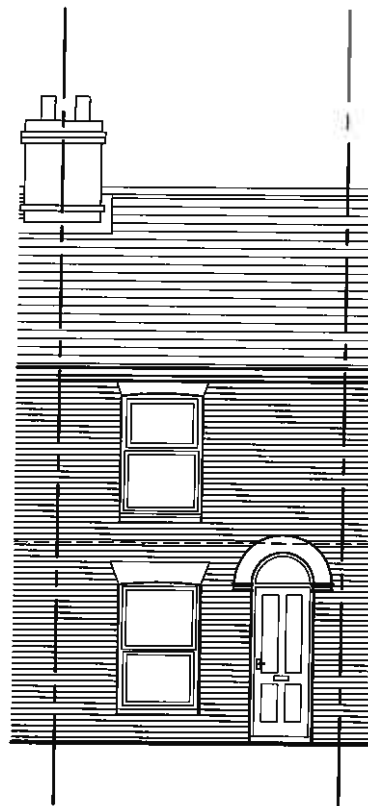
Project No:

Dwg 01

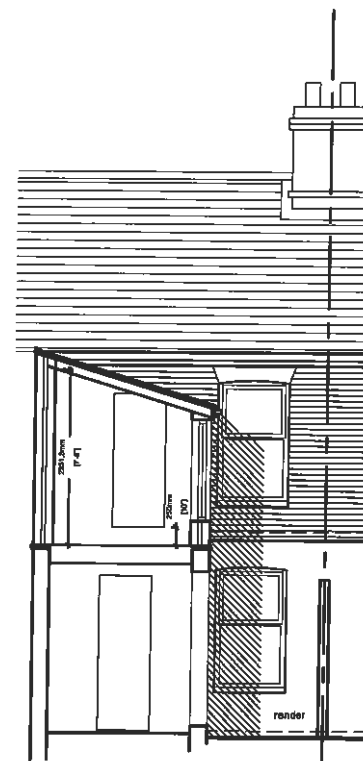
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North East Elevation



South East Elevation



South Elevation

PROJECT NAME

38 Admiralty rd
Great Yarmouth,
NR30 3DQ.

CLIENT

Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE

Existing Elevations

Scale
1:100

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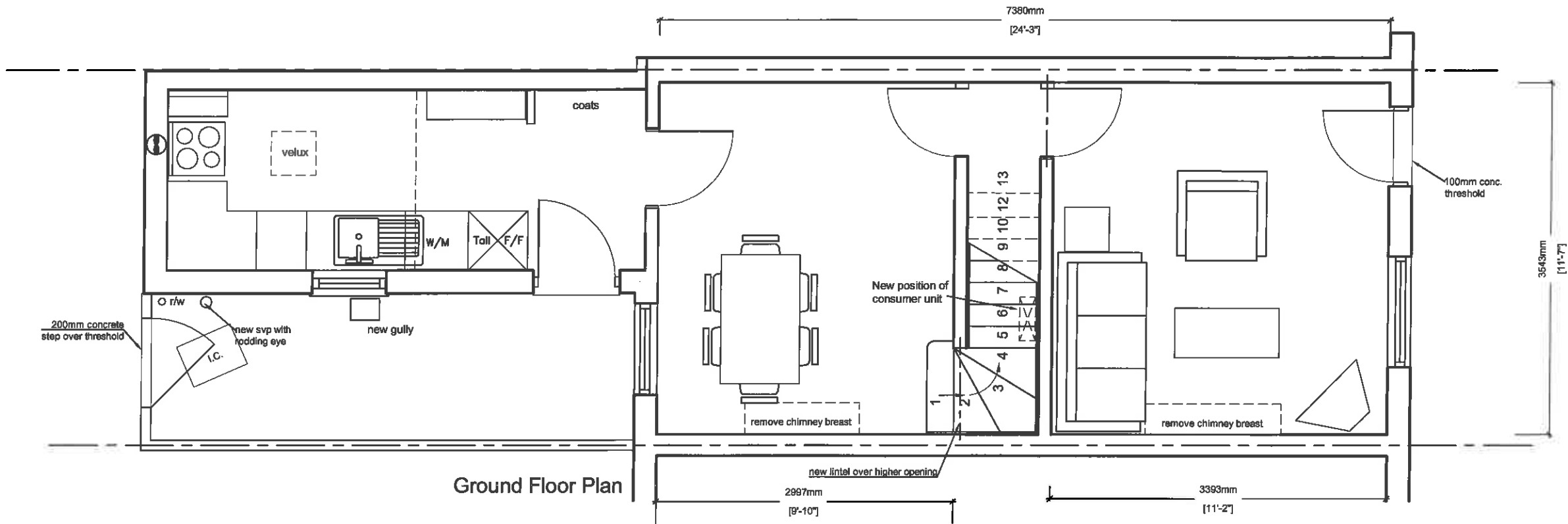
Project No:

Dwg 02

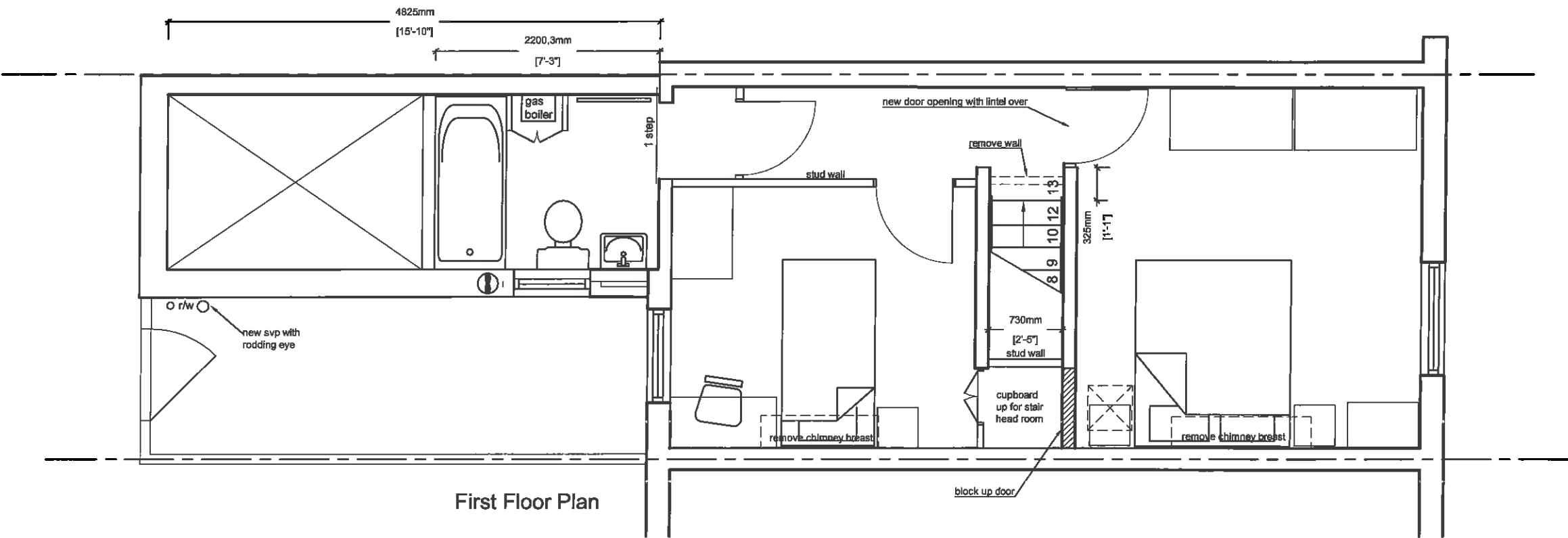
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Option 3 Two bed 3 Person (new extension)



Ground Floor Plan



First Floor Plan

PROJECT NAME
38 Admiralty rd
Great Yarmouth,
NR30 3DQ.

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
proposed Plans option 3
new extension

Scale
1:50
Drawn by
BGL

Project No:
Dwg 07 Rev:

Great Yarmouth Norse Asset Management Services
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA

Option 3 Two bed 3 Person
(new extension)

remove chimney No 39 in
agreement and has already
removed chimney breasts

Marley PVCu
coloured cladding

28.0° min

render

Block work with
render over

render

render

West Elevation

North Elevation

PROJECT NAME
38 Admiralty rd
Great Yarmouth,
NR30 3DQ.

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
Proposed elevations option 3
new extension

Scale
1:50

Drawn by
BGL

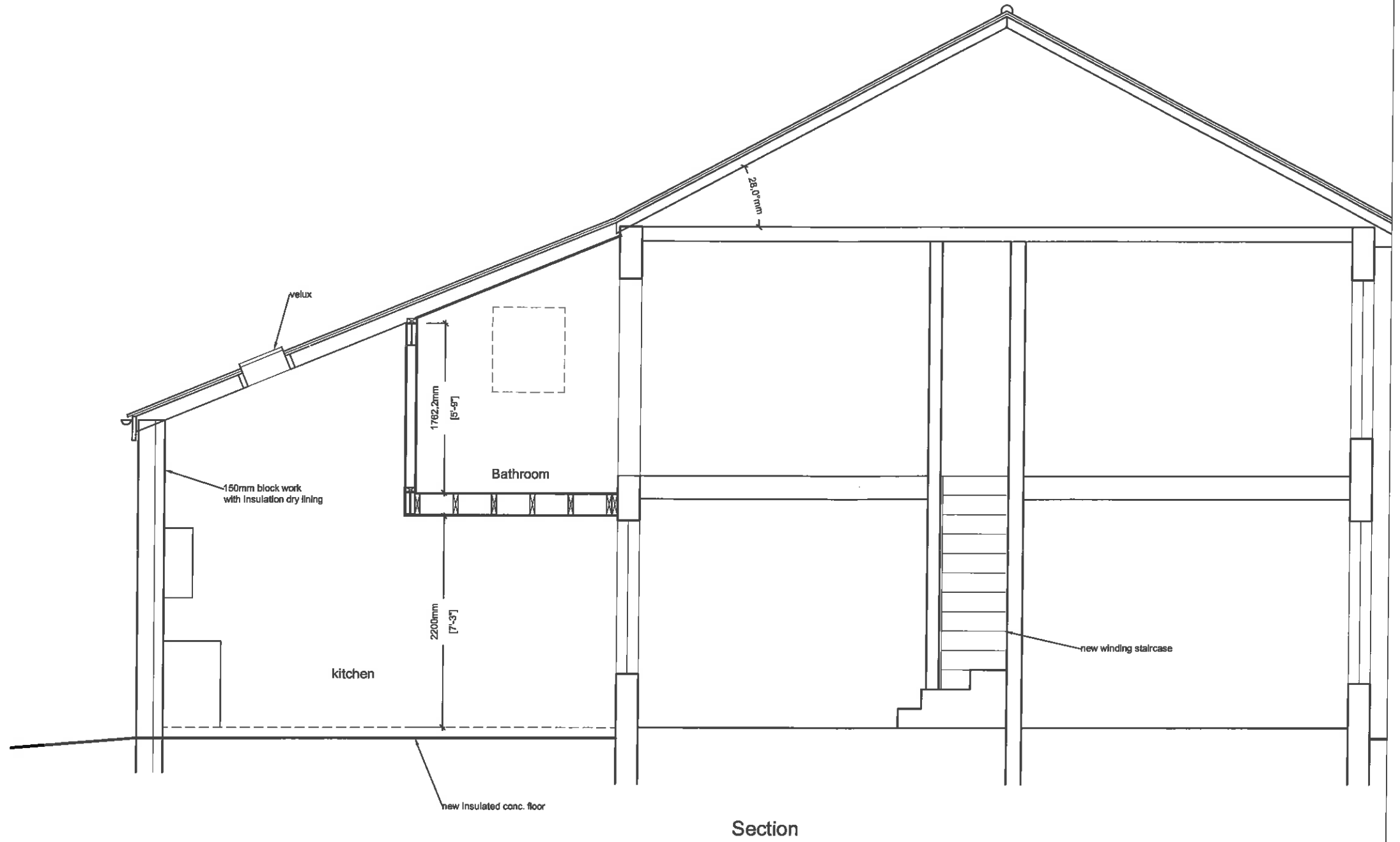
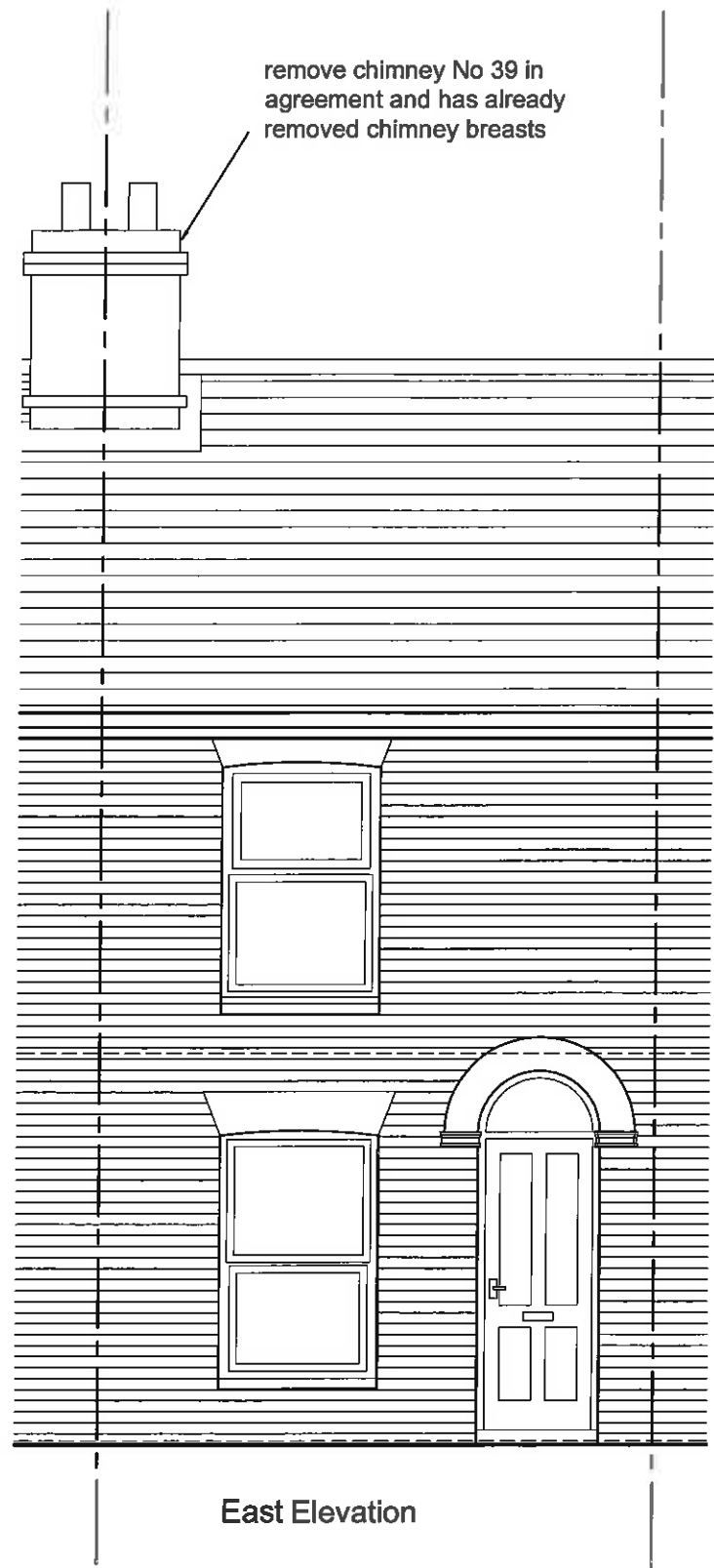
Project No:

Dwg 08

Rev:

Great Yarmouth Norse Asset Management Services
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA

Option 3 Two bed 3 Person
(new extension)



PROJECT NAME
38 Admiralty rd
Great Yarmouth,
NR30 3DQ.

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
Proposed elevations option 3
new extension

Scale
1:50

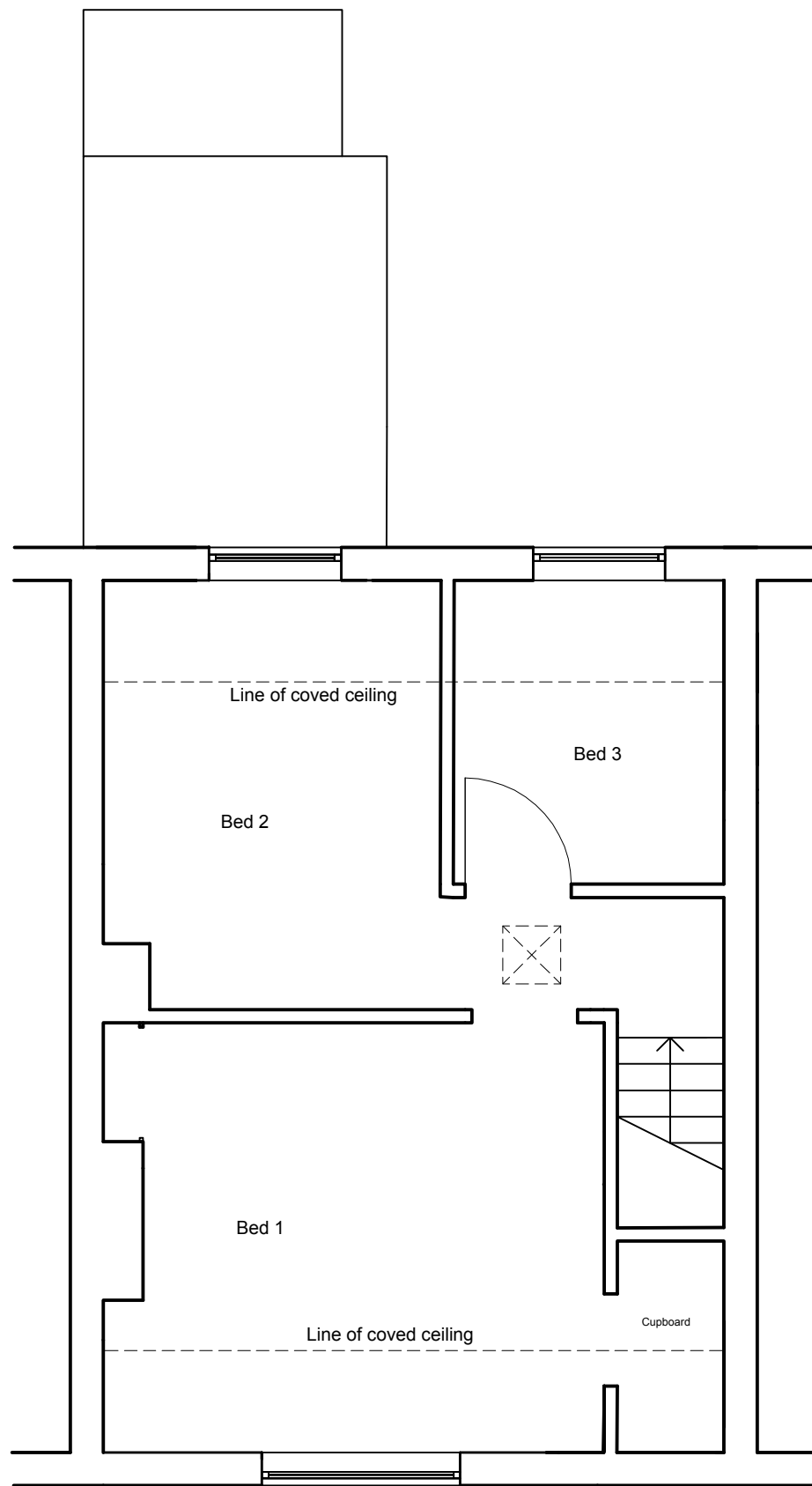
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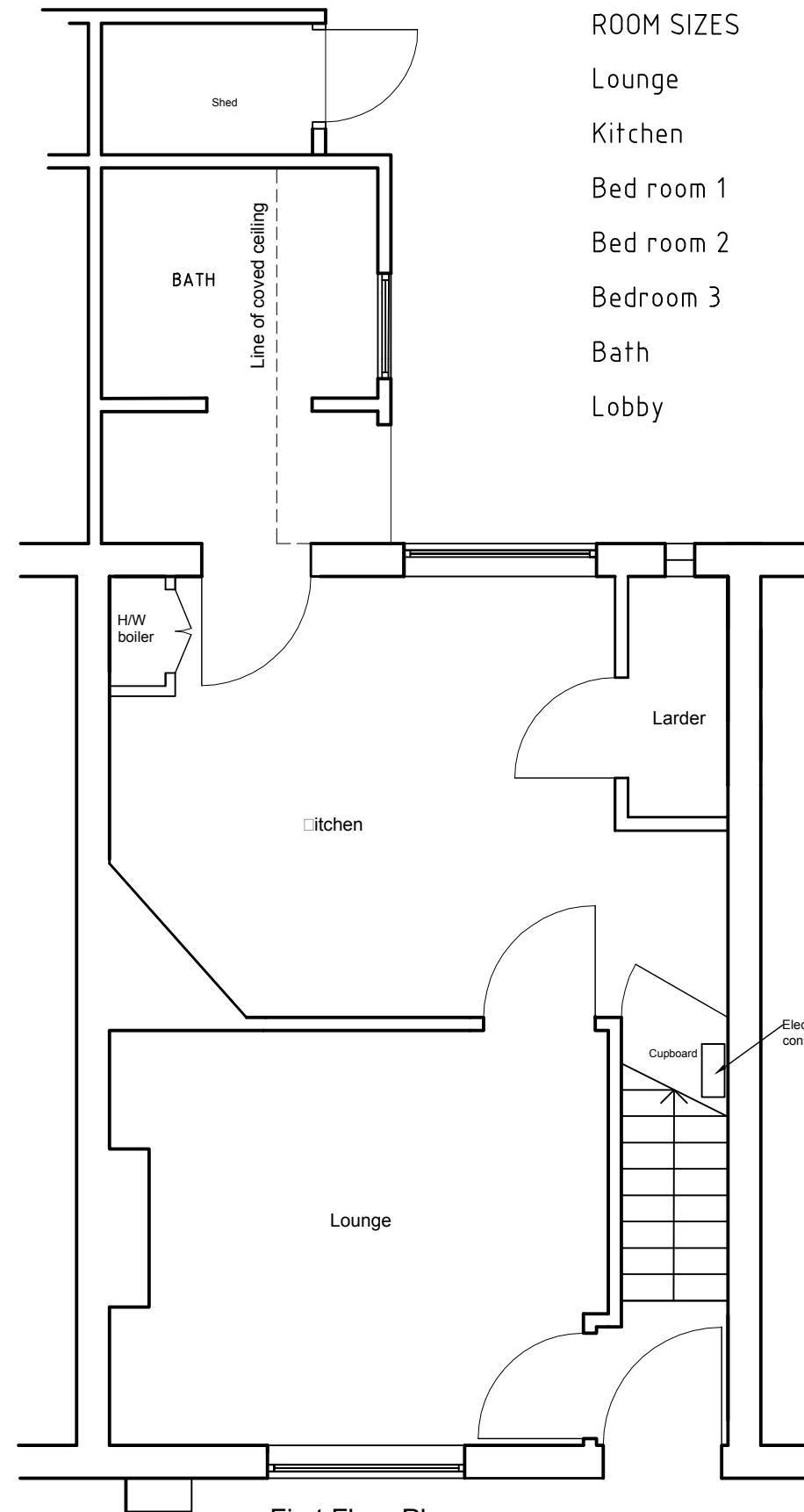
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Rev:

Great Yarmouth Norse Asset Management Services
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA



Ground Floor Plan



First Floor Plan

ROOM SIZES

Lounge	3.9m x 3.05m	(12' 10" x 10')
Kitchen	4.75m x 3.35m	(15' 7" x 11')
Bed room 1	3.9m x 3.05m	(12' 10" x 10')
Bed room 2	3.35m x 2.6m	(11' x 8' 6")
Bedroom 3	2.1m x 2.45	(6' 11" x 8')
Bath	2.1m x 1.70m	(6' 11" x 5' 7")
Lobby	2.15m x 1.0m	(7' 1" x 3' 3")



PROJECT NAME

54 Harbord Crescent
Great Yarmouth,
NR30 3EL.

CLIENT

Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE

Existing Ground & 1st Floor Plan

Scale
1:50

Drawn by
BGL

Project No:

Dwg 01

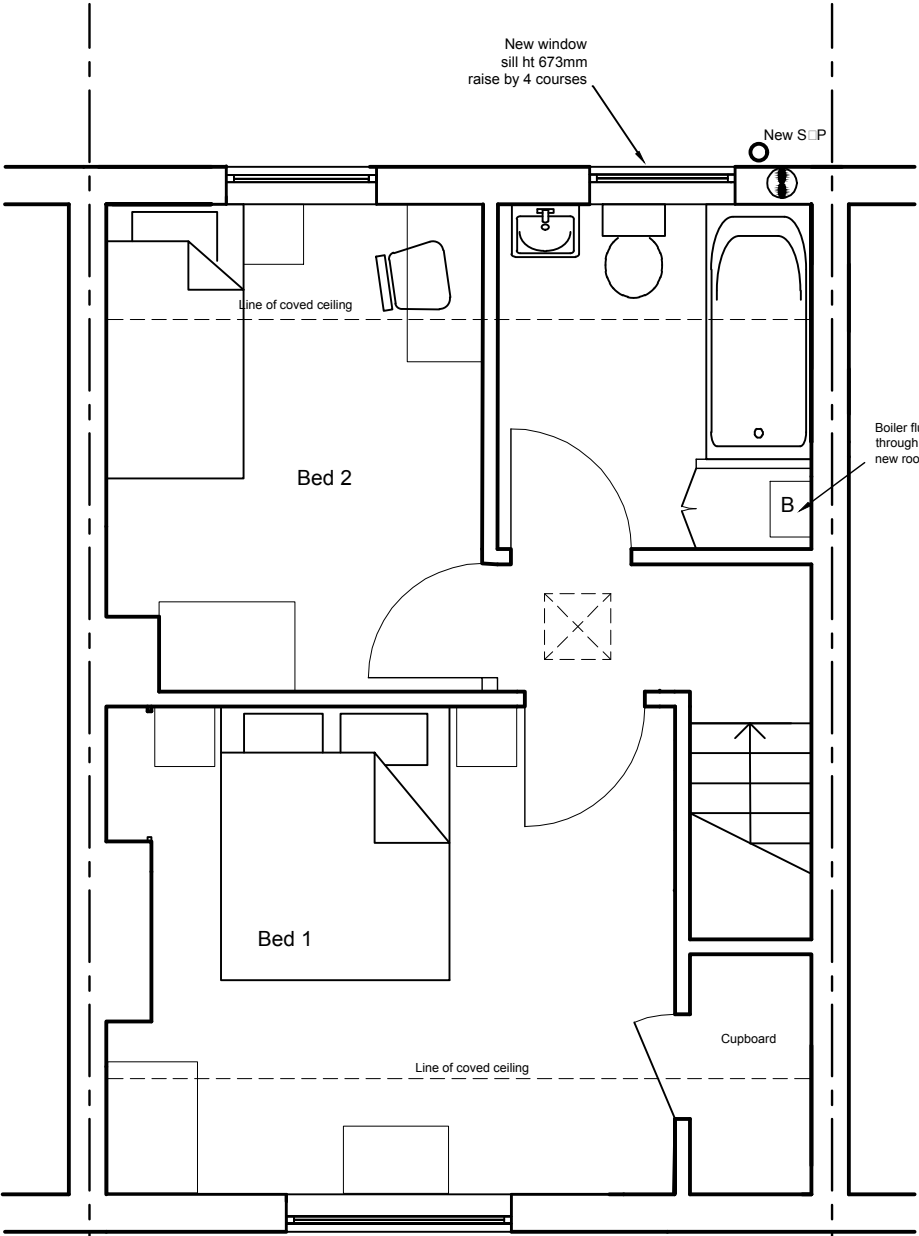
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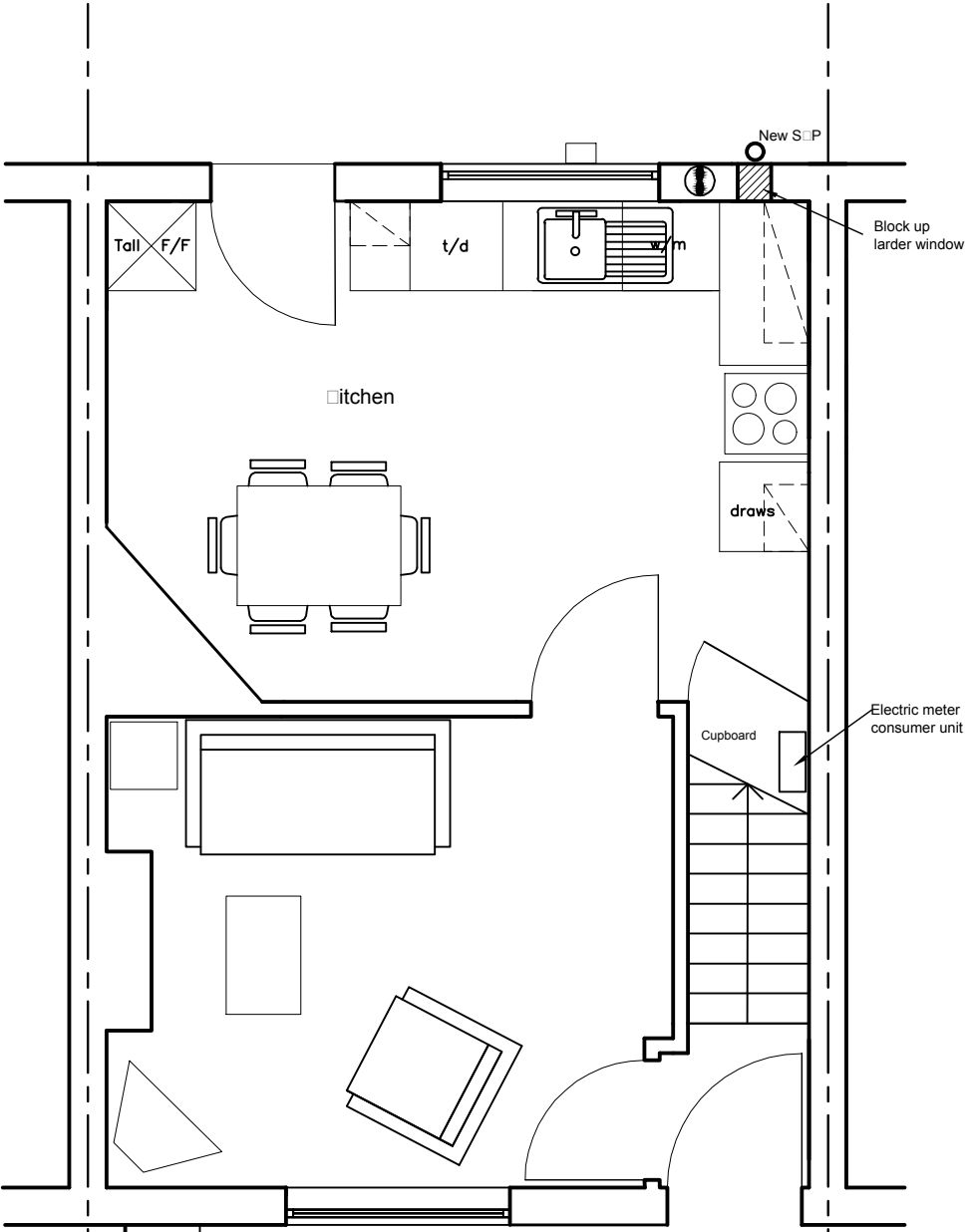
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA



Two bed 3 Person
(Demolish rear addition)



First Floor Plan



Ground Floor Plan

PROJECT NAME
54 Harbord Crescent
Great Yarmouth,
NR30 3EL

CLIENT
Great Yarmouth Community Housing,
Greyfriars House, Greyfriars Way,
Great Yarmouth, NR30 2QE.

DRAWING TITLE
proposed Plans
demolish rear addition

Scale
1:50

Drawn by
BGL

Project No:

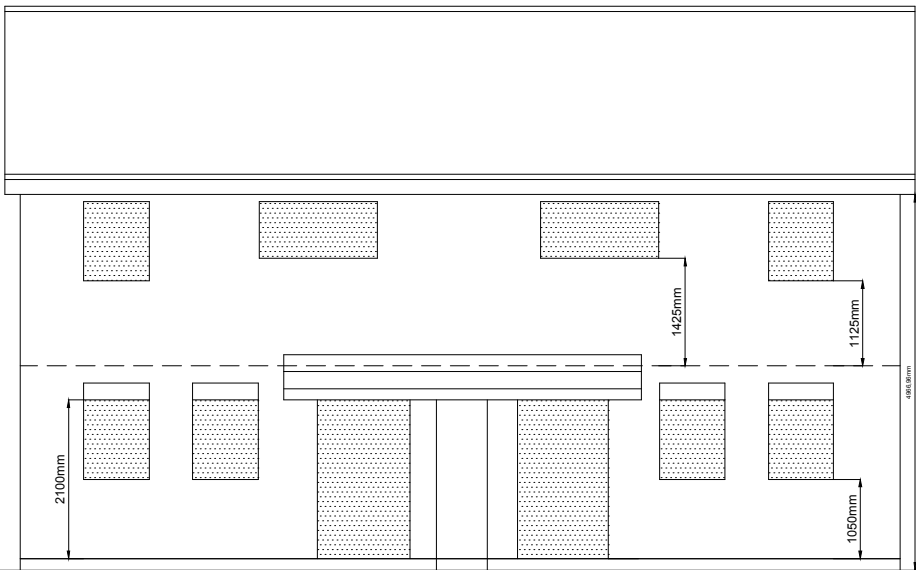
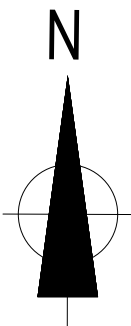
Dwg 05

Rev:

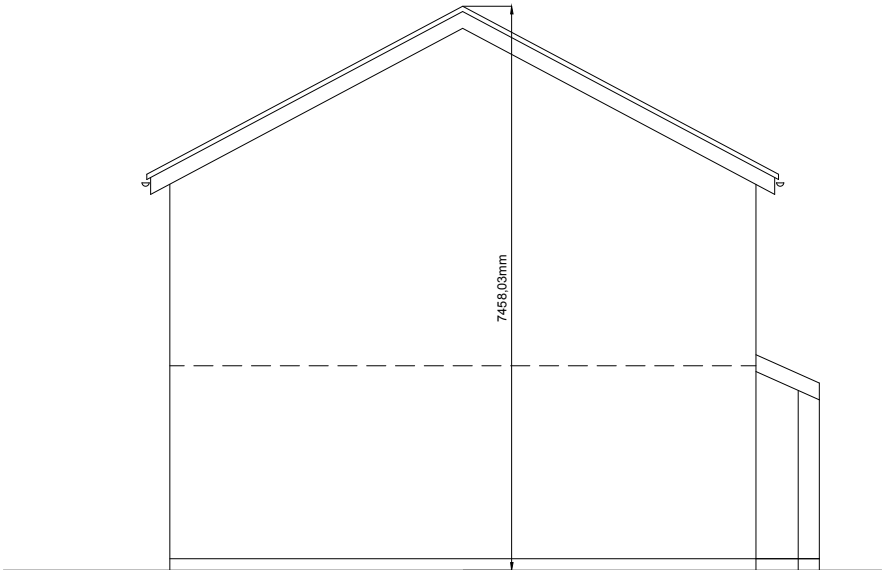
Great Yarmouth Norse Asset Management Services
Novus Centre, The Conge, Great - Yarmouth, NR30 1NA



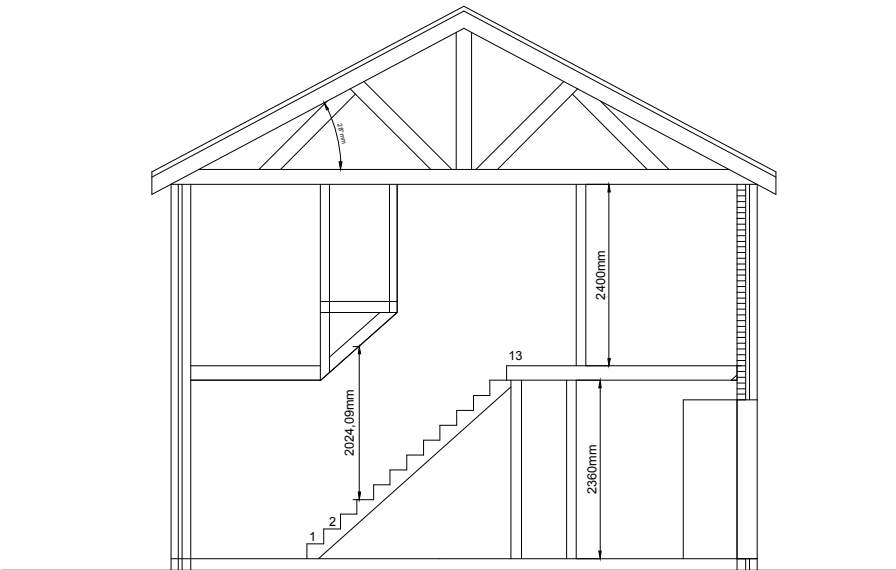
Existing Refuge House Elevations and Section



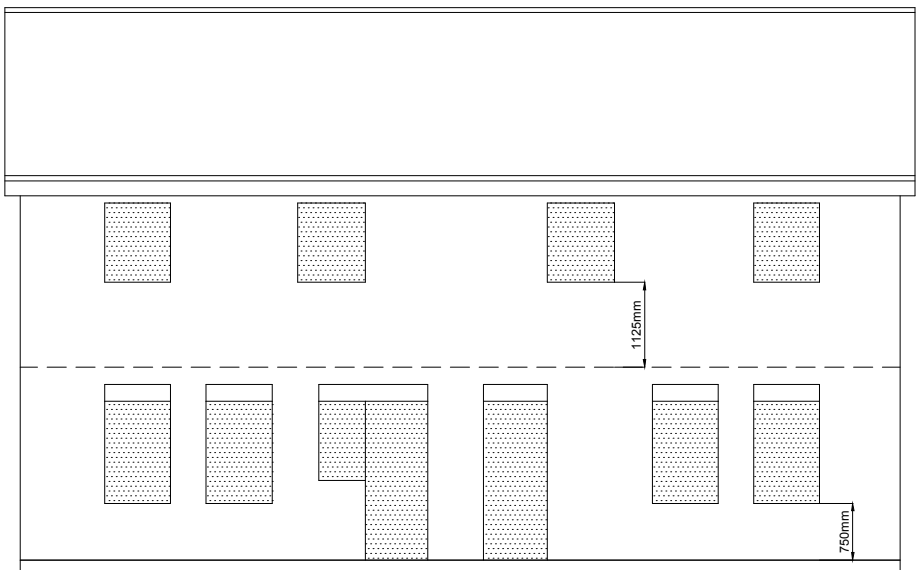
North Elevation



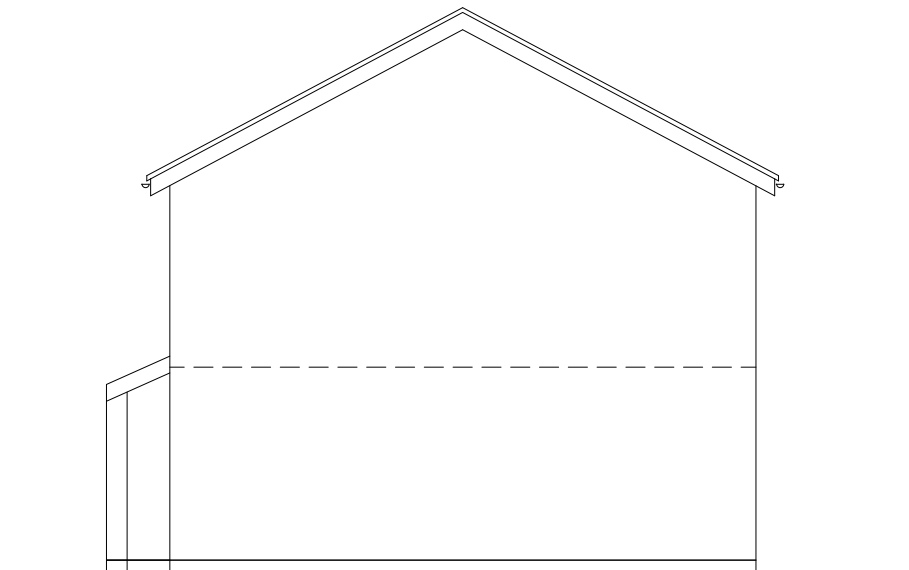
East Elevation



Section A - A



South Elevation



West Elevation

Existing Elevations

Legend

Note:

All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME

103 - 104 Admiralty Road,
Great Yarmouth, NR30 3DS.

CLIENT

GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE

Existing elevations & section

SCALE

1:100

DATE

Feb 2017

PROJECT NO.

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DRAWN

BGL

CHECKED

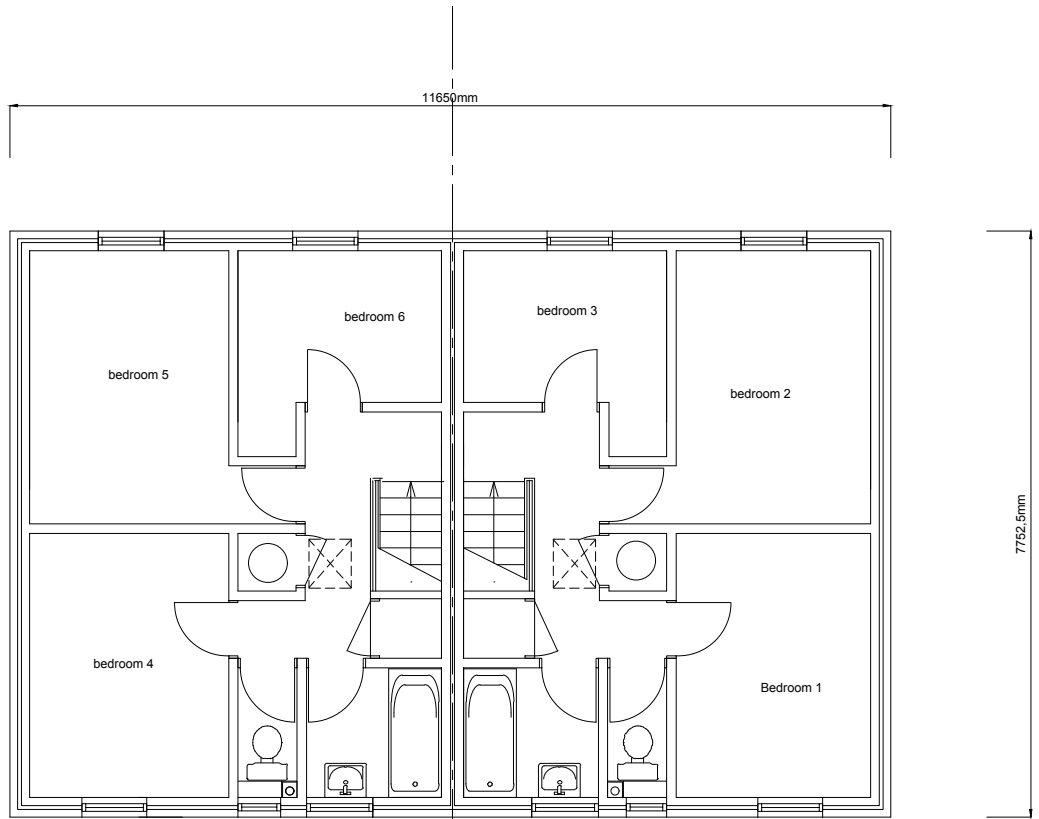
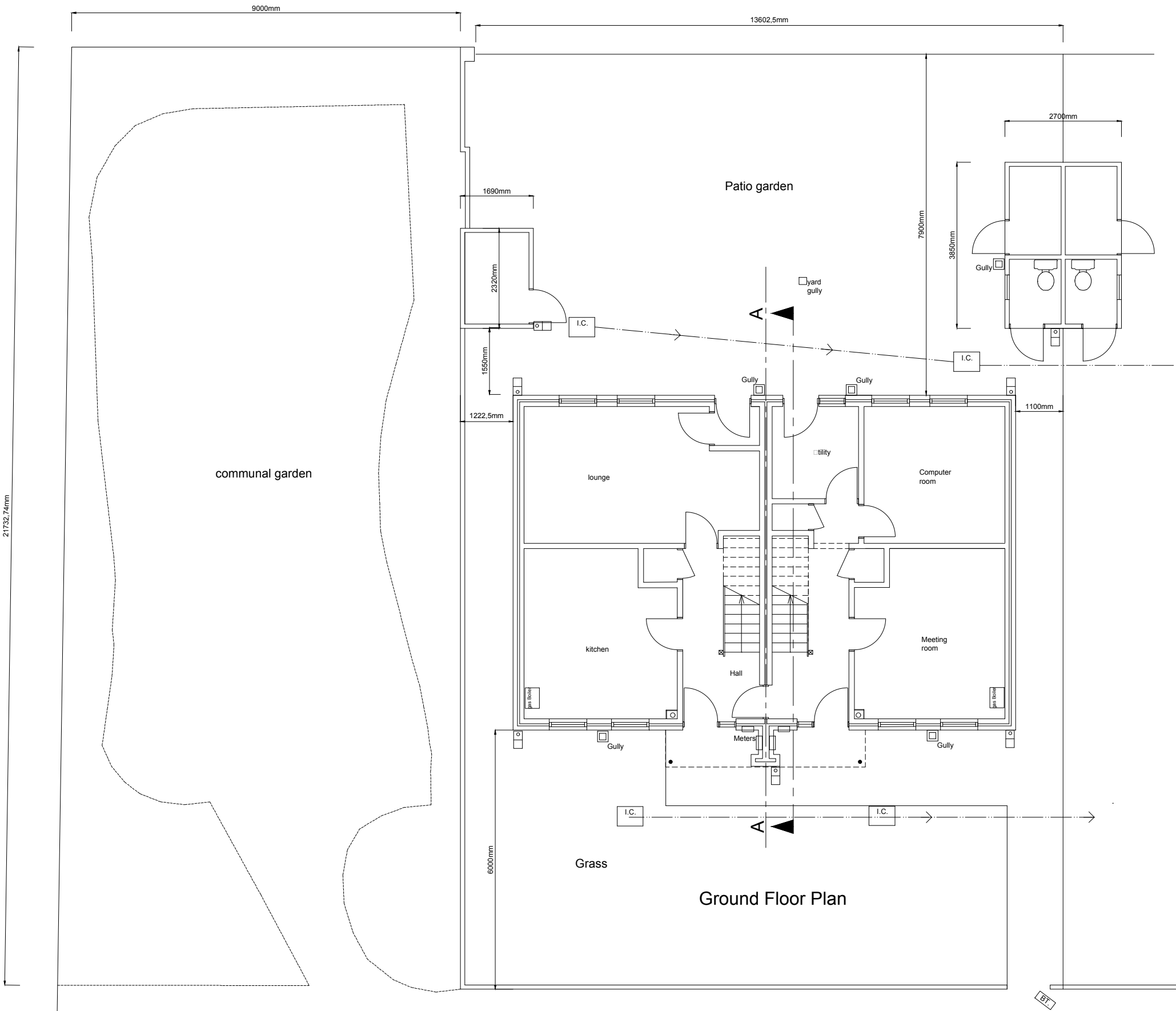
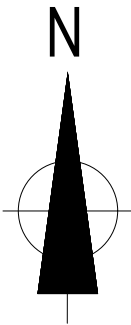
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S03

REVISION

REVISIONS		Date

Existing Refuge House Site Plan



Legend

Note:

All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME
103 - 104 Admiralty Road,
Great Yarmouth, NR30 3DS.

CLIENT
GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE
Existing Floor Plans

SCALE
1:100

DATE
Feb 2017

PROJECT NO.
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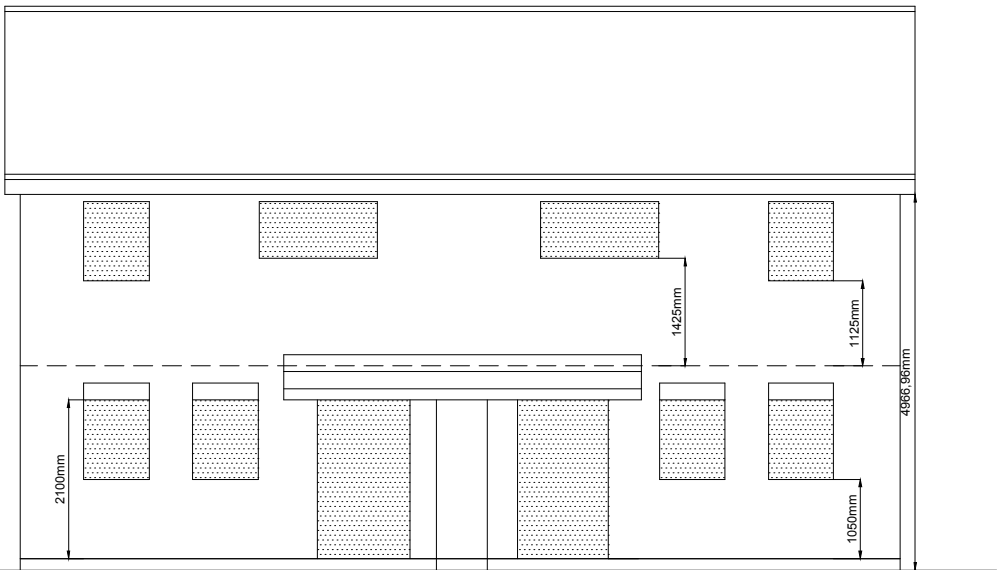
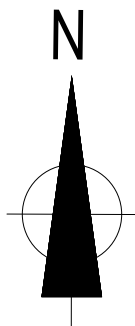
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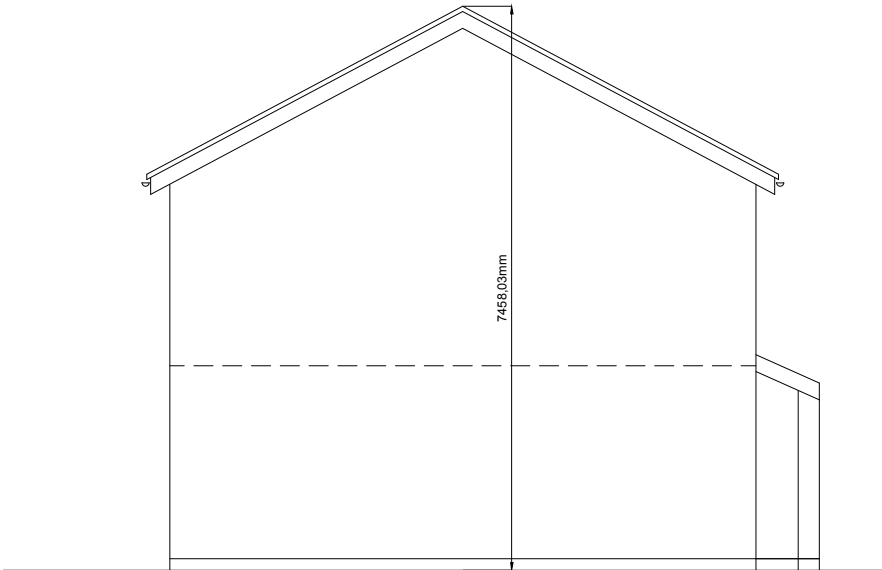
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SO2

REVISION

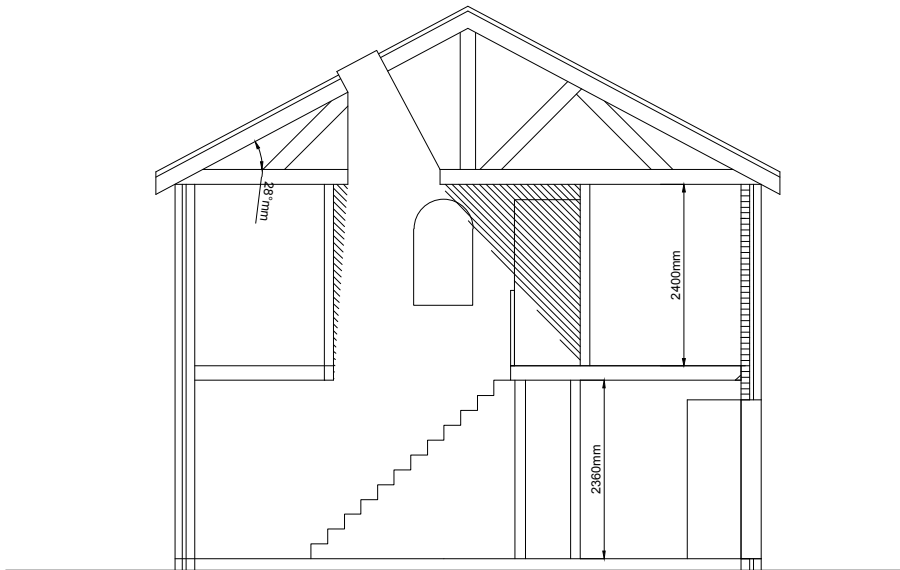
REVISIONS	Date



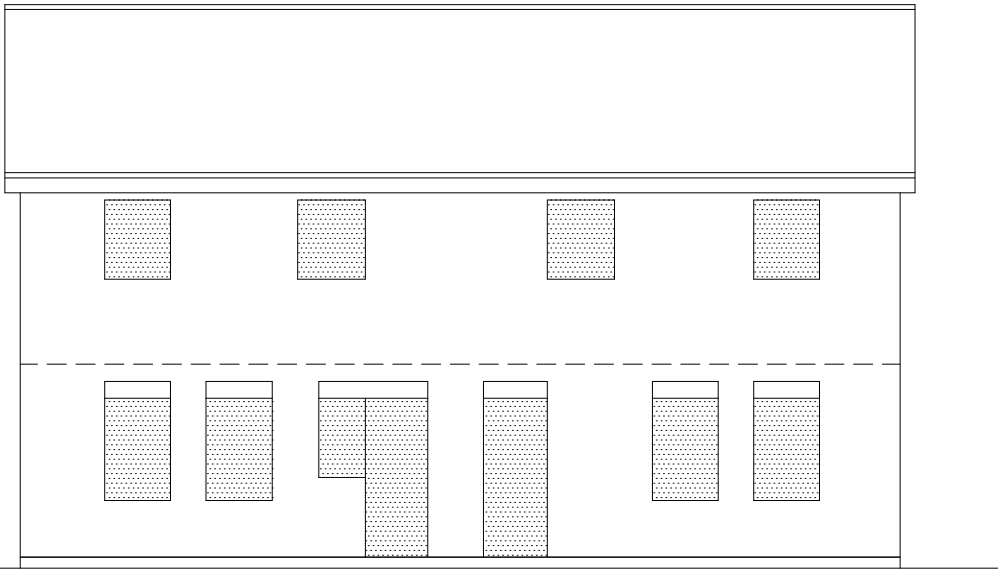
North Elevation



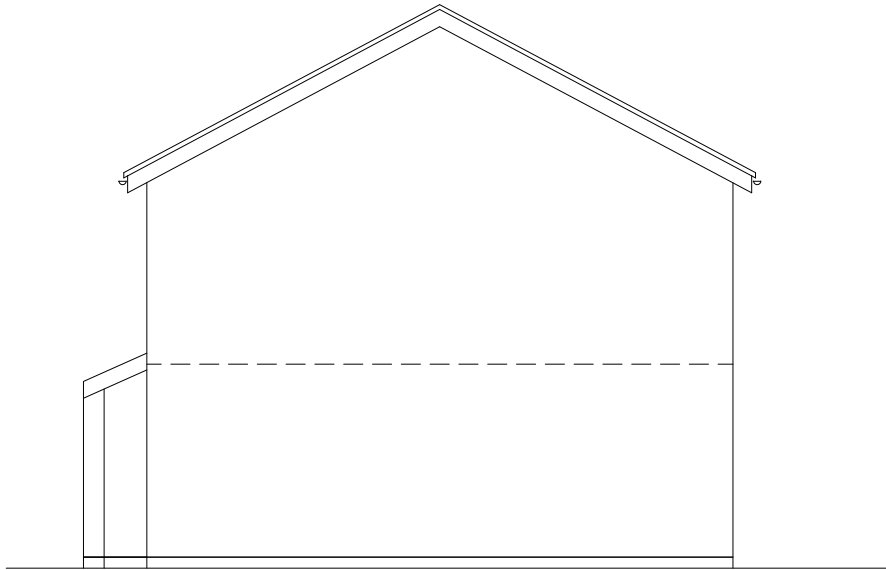
East Elevation



Section A - A



South Elevation



West Elevation

Proposed Elevations

Legend

Note:
All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME
103 - 104 Admiralty Road,
Great Yarmouth, NR30 3DS.

CLIENT
GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE
Six bed house elevations & section

SCALE
1:100

DATE
Feb 2017

PROJECT NO.
.....

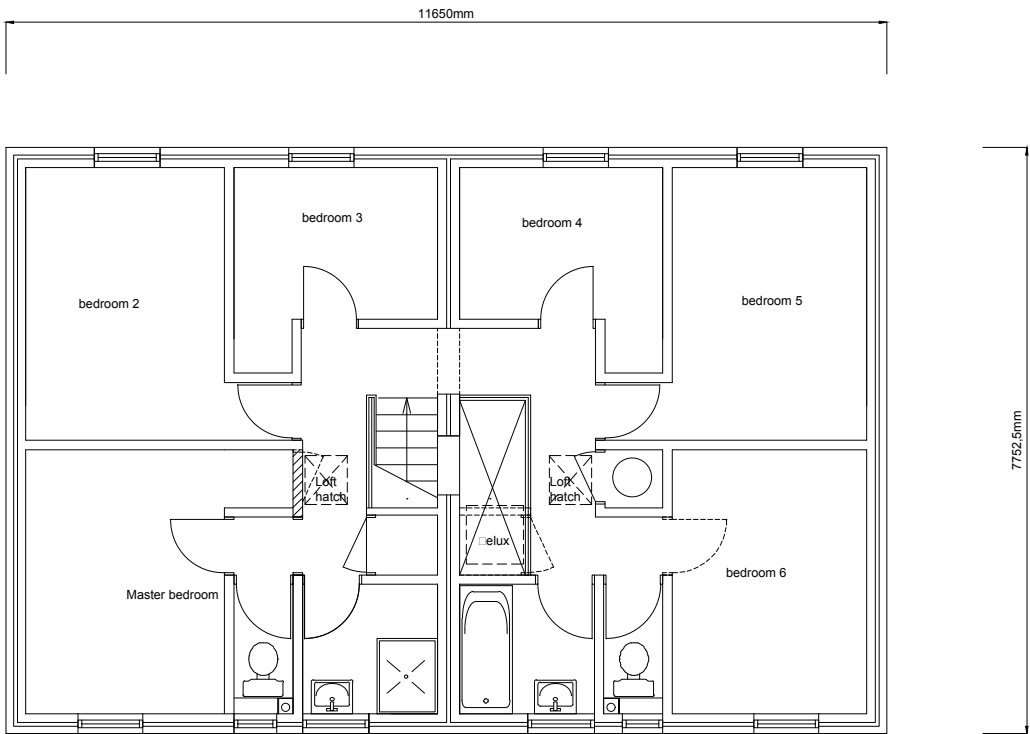
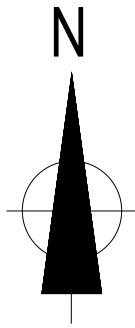
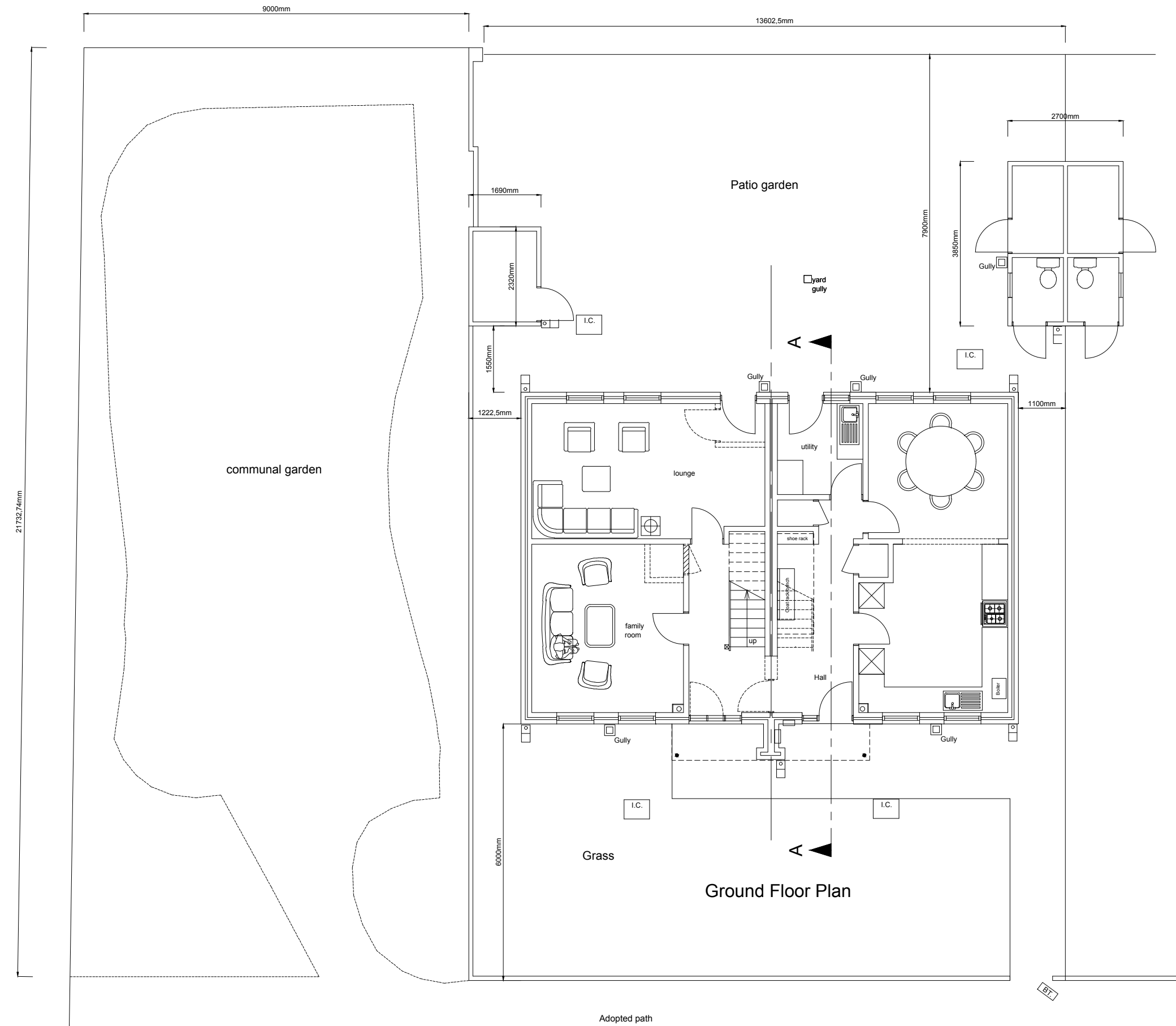
DRAWN
BGL

CHECKED

DRAWING NO.
P03

REVISION

REVISIONS		Date



Legend

Note:

All dimensions are in millimeters unless stated otherwise.

Great Yarmouth Norse
Asset Management Services

Novus House
The Conge,
Great Yarmouth,
NR30 1NA



PROJECT NAME

103 - 104 Admiralty Road,
Great Yarmouth, NR30 3DS.

CLIENT

GREAT YARMOUTH COMMUNITY HOUSING

DRAWING TITLE

Plans for one six bed house

SCALE

1:100

DATE

Feb 2017

PROJECT NO.

.....

DRAWN

BGL

CHECKED

DRAWING NO.

PO2

REVISION

Rev A

REVISIONS

A Deep 2nd bathroom WC

Date

6/4/17