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Friday, 5 July 2019

To: The Members of the **EXECUTIVE**
(Councillors: Richard Brooks (Chairman), Dan Adams, Vivienne Chapman,
Paul Deach, Josephine Hawkins, Charlotte Morley and Adrian Page)

Dear Councillor,

A meeting of the **EXECUTIVE** will be held at Surrey Heath House on Tuesday, 16 July 2019 at 6.00 pm. The agenda will be set out as below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

AGENDA

Pages

Part 1 (Public)

- | | | |
|----|------------------------------|-------|
| 1. | Apologies for Absence | - |
| 2. | Minutes | 3 - 8 |

To confirm and sign the open minutes of the meeting held on 18 June 2019 (copy attached).

- | | | |
|----|---------------------------------|---|
| 3. | Declarations of Interest | - |
|----|---------------------------------|---|

Members are invited to declare any interests they may have with respect to matters which are to be considered at this meeting. Members who consider they may have an interest are invited to consult the Monitoring Officer or the Democratic Services Officer prior to the meeting.

- | | | |
|----|-----------------------------|---|
| 4. | Questions by Members | - |
|----|-----------------------------|---|

The Leader and Portfolio Holders to receive and respond to questions from Members on any matter which relates to an Executive function in

accordance with Part 4 of the Constitution, Section B Executive Procedure Rules, Paragraph 16.

- | | | |
|------------|--|----------------|
| 5. | Update on the Southampton to London Pipeline Project. | 9 - 16 |
| 6. | Suitable Alternative Natural Greenspace (SANG) capacity for Surrey Heath | 17 - 24 |
| 7. | Homelessness and Rough Sleeping Strategy | 25 - 68 |
| 8. | Community Infrastructure Levy funding for improvements to Southcote Park | 69 - 72 |
| 9. | Requests for Carry Forward of Unspent Budget from 2018/19 to 2019/20 | 73 - 78 |
| 10. | Funding for Direct Action to secure compliance with notices served under the Town and Country Planning Act 1990 | 79 - 92 |
| 11. | Exclusion of Press and Public | 93 - 94 |

**Part 2
(Exempt)**

- | | | |
|------------|--|------------------|
| 12. | Exempt Minutes | 95 - 98 |
| | To confirm and sign the exempt minutes of the meeting held on 18 June 2019 (copy attached). | |
| 13. | Urgent Action | 99 - 102 |
| 14. | Review of Exempt Items | 103 - 104 |
| | To review those items or parts thereof which can be released as information available to the public. | |

**Minutes of a Meeting of the Executive
held at Surrey Heath House on 18 June
2019**

+ Cllr Richard Brooks (Chairman)

+ Cllr Dan Adams	+ Cllr Josephine Hawkins
+ Cllr Vivienne Chapman	+ Cllr Charlotte Morley
+ Cllr Paul Deach	+ Cllr Adrian Page

+ Present

In Attendance: Cllr Rodney Bates, Cllr Tim FitzGerald, Cllr Sharon Galliford, Cllr Shaun Garrett, Cllr Edward Hawkins, Cllr Sam Kay, Cllr Emma-Jane McGrath, Cllr Sashi Mylvaganam, Cllr Morgan Rise, Cllr Graham Tapper, Cllr Victoria Wheeler, Cllr Helen Whitcroft, Cllr Valerie White and Cllr Kristian Wrenn

7/E Minutes

The minutes of the meeting held on 28 May 2019 were confirmed and signed by the Chairman, subject to the inclusion at minute 2/E that Cllr David Mansfield had requested a report on the Esso Southampton to London pipeline replacement be brought to a future meeting.

8/E End of Year Performance Report

The Executive received a report detailing the Council's performance in 2018/19.

Members agreed that the target for the collection of Council Tax and Business Rates should be amended to 99.25%.

It was agreed to circulate information on the sites where the sports pitch income was being obtained and where there were revenue opportunities which were not currently being realised. It was also agreed to share figures on food premises which were achieving a 5* hygiene rating.

RESOLVED that

- (i) the 2018/19 End of Year Report be noted; and**
- (ii) the future target for the collection of Business Rates and Council Tax be amended to 99.25%.**

9/E Doman Road Depot - Bulking Shed

The Executive was informed that in 2009 the Council had built a temporary structure at the Doman Road Depot to bulk Dry Mixed Recycling prior to haulage to a Material Recycling Facility.

The structure had recently been inspected and found to be unsafe. The surveyor had recommended that it should be replaced with a more permanent structure.

The estimated cost of building a permanent structure was £270,000, which was significantly less than the combined costs of carrying out repairs to the existing structure and conducting weekly safety inspections that would be required if this option was pursued.

The Executive noted the commercial benefits of replacing the existing structure with a permanent facility. This included a request from Surrey County Council, as the Waste Disposal Authority, for the Doman Road Depot to be used as a tipping point for recycling from Waverley BC for a period of 2 years while a new transfer station at Slyfield, Guildford was being built; this opportunity would raise an additional income of £100,000 over 2 years. There was also the potential of income from the collection and bulking of commercial waste in Surrey Heath.

RESOLVED that the temporary structure at the Doman Road Depot for bulk Dry Mixed Recycling prior to haulage to a Material Recycling Facility be replaced with a more permanent structure.

RECOMMENDED to Council that the capital programme be increased by £270,000 to include the construction of a permanent bulking bay at the Doman Road Depot.

10/E Review of the Policy for the Allocation of Social Housing

The Council was required to have an Allocation Policy setting out who was eligible to be considered for social housing and how eligible households would be prioritised. New legislation in respect of homelessness duties and a corporate need to look at ICT systems had prompted a full review of the operation and effectiveness of the current Allocation Policy.

The current Allocation Policy prioritised each application by points awarded for various housing need and local factors, with the accumulative points score giving applicants their priority on the Housing Register. The draft Allocation Policy removed this in favour of a banding system, where groups of households with similar need characteristics were placed together in 'band' and then prioritised in date order.

It was suggested that banding offered a more transparent framework for applicants and would reduce the administrative burden on the Housing Solutions Team, freeing up case officers to do more proactive homeless prevention work.

Concerns were expressed by some Members about a number of aspects of the draft Allocation Policy, in particular relating to the proposed limit of one offer for applicants falling into certain categories within the bandings; it therefore suggested that the item be deferred until the next meeting in order to review the wording in the draft policy, when there would also be an opportunity to consider it alongside the draft Homelessness Strategy.

The Executive agreed to adopt the draft Allocation Policy. However, the Policy would be kept under review and meetings between Members raising concerns, the

Portfolio Holder, and relevant officers would be undertaken to address these matters.

RESOLVED that the draft Allocations Policy setting out the framework for the allocation of housing association homes in the Borough, as set out at Annex B to the agenda report, be implemented but kept under regular review in light of concerns regarding the intention, interpretation and impact of the Policy in relation to its application to specific cases and further legislative or regulatory changes.

11/E Community Infrastructure Levy

The Council had been collecting Community Infrastructure Levy (CIL) funding since the Charging Schedule had come into effect on 1 December 2014. The CIL Regulations required the Council, as the collecting authority, to pay money over to the parishes, decide how to use the Fund, and to publish details of its CIL income and expenditure.

The Council had received a total of £1,251,433.76 for the reporting period 1 October 2018 to 31 March 2019. The Executive was advised that monies due to parishes on 1 April 2019 had been as follows:

- Chobham - £7,017.91
- West End - £85,493.31
- Windlesham - £35,184.06

It was noted that the Windlesham Neighbourhood Plan had been made by the Council on 12 June 2019 and therefore 25% of any CIL receipts generated from development within the neighbourhood area would in future be passed to Windlesham Parish Council

In March 2015, the Executive had agreed that a 15% proportion would also be made available to spend for non-parished areas according to local priorities. The amount collected within these areas had been as follows:

- Heatherside - £7,396.95
- St Michaels - £3,515.03
- Town – 13,916.86

It was proposed that Ward Councillors for the non-parished areas be asked to submit suggestions and bids for projects. Ward Councillors could also choose to save the money to roll forward to fund larger projects or combine across wards for jointly beneficial projects. Local projects would then be put forward for funding in combination with any project taken forward from any remaining Planning Infrastructure Contributions.

The Executive noted suggestions raised by some Members regarding the introduction of a process to allow ward councillors to apply for funding from developments in adjoining wards, as it was recognised that these developments could impact upon their wards. It was, however, advised that the CIL Regulations

were expected to change in the near future and this could provide an opportunity for a full review the process, including the percentage allocations to wards.

RESOLVED

- (i) to note the CIL monies received;
- (ii) to note that in the light of the anticipated changes in the CIL Regulations, the allocation of CIL monies other than on a ward basis be considered as part of a further review;
- (iii) that Ward Councillors for the non-parished areas be asked to submit to the CIL Governance Panel ideas for spending CIL generated income within their wards; and
- (iv) that the remaining CIL contributions held by the Council be retained for spending to support key priorities.

12/E Review of the Corporate Capital Programme 2018/19

The Executive received a report detailing the capital outturn for 2018/19 and requesting approval for any carry forward of budgets into the 2019/20 Capital Programme. Actual capital expenditure during 2018/19 had been £52.131 m.

RECOMMENDED to Full Council that

- (i) the carry forward budget provision of £36,026,300 from 2018/19 into 2019/20 be approved;
- (ii) the revised 2019/20 Capital Programme of £38,374,300 be noted;
- (iii) an increased operational boundary and authorised borrowing limits following the decision to build a replacement leisure centre of £245m and £250m be approved; and
- (iv) a revised set of Prudential Indicators for 2019/20 to 2021/22 be approved, as follows:

Prudential Indicator	2019/20 Estimated £m	2020/21 Estimated £m	2021/22 Estimated £m
Capital Expenditure	38.4	0.64	0.6
Capital Financing Requirement	225	221	217
Ratio of net financing costs to net revenue stream	23.2%	36.7%	34.2%
Financing Costs	2.52	4.12	3.90

Operational Boundary	245	245	245
Authorised Limit	250	250	250

The Executive RESOLVED to note that the Capital Financing Requirement for Council, as at 31 March 2020, be estimated to be £225m and as such a Minimum Revenue Payment of £2.5m is required.

13/E Council Finances as at 31 March 2019

The Executive noted the Council's financial position as at 31 March 2019.

RESOLVED to note the Financial Performance for the year 2018/19 and the General Fund Capital and Revenue balances 2018 to 2020.

14/E Exclusion of Press and Public

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public were excluded from the meeting for the following items of business on the ground that they involved the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act as set out below:

Minute	Paragraph(s)
15/E	3
16/E	3
17/E	3
18/E	3

Note: Minute 15/E is a summary of matters considered in Part II of the agenda, the minutes of which it is considered should remain confidential at the present time.

15/E Acquisition of Property in Surrey Heath

The Executive made decisions in relation to the acquisition of property in the borough.

16/E Performance of the Major Property Acquisitions

The Executive received a report detailing the performance of the Council's major property acquisitions as at May 2019.

RESOLVED to note the performance of the Council's major property acquisitions as at May 2019.

17/E Executive Working Group Notes

The Executive received the notes of the Executive Working Group meetings which had been held in the previous 6 months.

RESOLVED to note the notes of the Executive Working Group meetings held in the previous 6 months.

18/E Review of Exempt Items

The Executive reviewed the reports which had been considered at the meeting following the exclusion of members of the press and public, as it involved the likely disclosure of exempt information.

RESOLVED that

- (i) minute 15/E and the associated agenda report remain exempt for the present time;**
- (ii) the financial information contained in the report associated with minute 16/E remain exempt for the present time; and**
- (iii) the notes of the Camberley Town Centre Working Group meeting on 21 March 2019 and the Camberley Theatre Working Group meeting on 2 April 2019 be made public, subject to any details of partners or projects named in the Camberley Town Centre Working Group notes not currently in the public domain remaining exempt until scheduled to be released.**

Chairman

Update on the Southampton to London Pipeline Project.

Summary

Esso Petroleum Company Limited submitted an application on the 15th May 2019 to the Planning Inspectorate for the replacement of the Southampton to London Pipeline (SLP), which runs from the Fawley Refinery near Southampton to the West London Terminal storage facility in Hounslow. The replacement and existing pipeline transect Surrey Heath Borough Council from West to East.

The SLP Project is a National Infrastructure Project, and the application will be the subject of an Examination by the Planning Inspectorate. The Council is a stakeholder in the examination process and will be expected to produce a Statement of Common Ground with Esso and a Local Impact Report. This report provides a summary of the project to date and information on the next steps for the application process, including outlining key issues for inclusion in a Statement of Common Ground and Local Impact Report.

Portfolio – Planning and People

Date Portfolio Holder signed off report: 26 June 2019

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE to:

- (i) agree to the production of a Statement of Common Ground with ESSO;
- (ii) agree to the production of a Local Impact Report with other impacted local authorities in Surrey; and
- (iii) due to uncertainty over submission timescales, delegate authority to the Executive Head of Regulatory Services in consultation with the Planning & People Portfolio Holder to agree the content of these documents.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2019/20.

2. Background

- 2.1 In late 2017, Esso Petroleum Company Limited launched the Southampton to London Pipeline Project (SLP). The project proposes to replace 90km of the 105km underground aviation fuel pipeline that runs from the Fawley Refinery near Southampton to the West London

Terminal storage facility in Hounslow. The existing pipeline runs from west to east in Surrey Heath, entering the Borough in Frimley Green and exiting into Runnymede from Chobham Common.

- 2.2 Between the 19th March and 30th April 2018 Esso conducted a non-statutory consultation seeking views on potential corridors for the replacement pipeline. The Council raised significant concerns that corridor (J), one of the options for the Frimley area, which was routed in close proximity to Frimley Park Hospital and could therefore have significant implications for access to the hospital during construction. Concern was also raised on the potential impact on the local road network and residential areas in Frimley. Following the consultation, ESSO excluded the corridor impacting Frimley Park Hospital.
- 2.3 In July 2018, ESSO invited impacted local authorities to provide feedback on the draft Statement of Community Consultation (SoCC). Surrey Heath noted that a section should be included on social media and press release within the document to provide greater coverage and access to harder to reach groups, and suggested that wording be expanded on the purposes and benefits of community involvement. Following the consultation (which lasted 28 days), ESSO agreed with both comments and amended the SoCC accordingly.
- 2.4 Between 6th September and 19th October, ESSO consulted on the Preferred Route Consultation (statutory consultation), which detailed the preferred route for the replacement pipeline. The Council was satisfied that the Preferred Route had taken full account of the concerns raised in respect of the potential corridors consultation. The consultation included sub-options for the preferred route, and concern was raised in respect of potential impacts on traffic congestion during construction, for example on Red Road, and the potential for sub-option E4b to disrupt access to Farnborough North Station and the Henry Tyndale School.
- 2.5 ESSO consulted on the Design Refinements in February 2019 (non-statutory consultation). This took into account comments raised in the Preferred Route Consultation, including the removal of sub-option E4b for which the Council had previously raised concerns. The Council raised no specific new concerns, but reiterated that the route will likely cause significant disruption to Red Road during construction and full regard will have to be given to the impact on Chobham Common Special Areas of Conservation and Thames Basin Heaths Special Protection Area (SPA).

3. Next Steps and Key Issues

- 3.1 ESSO released the final pipeline route on the 27th March 2019. Annex 1 details the location of the final route in Surrey Heath. An interactive map is also available on the Southampton to London Pipeline Project's website: <https://www.slpproject.co.uk/interactive-map/>.

- 3.2 The SLP Project is a National Infrastructure Project and applications for such plans are submitted to the Planning Inspectorate. Esso submitted the Development Consent Order (DCO) for the Southampton to London Pipeline Project on the 15th May 2019. The Planning Inspectorate will ultimately decide whether the application is accepted, and following examination, if the DCO will be granted. Surrey Heath is a key consultee within the examination process. Following the submission of the DCO, Surrey Heath was invited to submit an Adequacy of Consultation Representation. The Planning Policy and Conservation Team reviewed the application and considered that ESSO have met the relevant requirements Planning Act 2008 in producing the DCO application.
- 3.3 The application was accepted for examination by the Planning Inspectorate on the 10th June 2019. Following the acceptance of the DCO by the Planning Inspectorate, between the 26th June and 27th July 2019, the Council will have the opportunity to register as an interested party and be involved in the examination process going forward. There will be two documents that the Council will be expected to produce as part of this process. First, the Council will seek to agree a Statement of Common Ground (SoCG) with ESSO, detailing areas of agreement and any areas where there is a difference in opinion between the two parties. The submission of the SoCG will be expected in advance of the examination of the DCO, which will take place following the preliminary meeting a few months after the DCO is accepted.
- 3.4 The second is a Local Impact Report (LIR) for Surrey, which is likely to be produced jointly with Runneymede, Spelthorne and Surrey County Council, which gives details of the likely impact of the proposed development upon the local authority's area, for example the short term impact of the pipelines construction on the local road network. The content of the LIR is a matter for the local authority concerned, as long as it falls within this statutory definition, and may include details of the proposal, local area characteristics and designated sites. By setting out clearly evaluated impacts in a structured document, local authorities will assist the Examining Authority by identifying local issues which might not otherwise come to its attention in the examination process. The deadline for the submission of an LIR will be set by the Examining Authority following the preliminary meeting. The examination process, following the preliminary meeting, can last up to 6 months.
- 3.5 Upon reviewing the DCO application and considering previous consultation responses, it is proposed that the following points are included in the SoCG and LIR:
- Full regard will have to be given to the impact on Chobham Common Special Areas of Conservation and Thames Basin Heaths Special Protection Area (SPA). To date, the impact on the SPA and SAC has been considered as part of the Environmental Impact Assessment and Habitats Regulation Assessment.

- The adverse impact on the local road network during construction, especially for Red Road and Balmoral Drive, will need to be minimised and managed efficiently. As part of this, Esso has committed to abiding to a Construction Traffic Management Plan. If not managed effectively, the impact on traffic congestion could be significant in the Borough, and could likewise adversely impact the SPA due to implications for air quality on roads proximal to the SPA.
- During construction of the pipeline along Balmoral Drive, full consideration will need to be given to the impact on access to residential properties and businesses on the Beaumaris Parade. For example, residential properties on Braemar Close and Peshurst Rise are only accessible from Balmoral Drive, and therefore access to these areas could be severed for a short period of time during construction. It is noted that any closures or diversions will be communicated to residents and businesses in advance of works and Esso have committed to maintaining access at all times for emergency services.
- During construction of the pipeline along the footpath between Red Road and the A322, any disruption to the residential properties directly north of the pipeline route should be minimised. It is noted that as part of the application the SLP Project have adopted a Code of Construction Practice.
- The final pipeline route passes through two Suitable Alternative Natural Greenspace (SANG) sites in Surrey Heath, namely Clewborough SANG and Windlemere SANG, and best efforts will need to be made by the SLP to ensure that there is minimal disruption to these sites during construction.
- The pipeline transects Windlemere SANG which is home to a number of protected and endangered species, including Great Crested Newts. The Council expects the maximum level of mitigation to be provided for any impact on such species during construction, and will not consider the minimum level of mitigation to be acceptable.
- The SLP Project have broadly agreed the approach to scoping contaminated land with the Council. It is noted that contaminated land could pose a significant issue, for example when the pipeline passes through Frith Hill.
- There is the potential for the loss of trees during construction, including in the Frith Hill area, along Deepcut Bridge Road and at Turf Hill. Esso have committed to, where practical, to limiting the loss of trees along the route. Where removals are required, Esso would seek to replant and restore the land to its former state as much as is practical.

3.6 It is noted that concern has been raised by residents in respect of the location of the final pipeline route in Lightwater, specifically the footpath between Red Road and the A322. The area was included within the corridor options in the non-statutory spring 2018 consultation. The Autumn 2018 consultation included this area as one of the sub options for Lightwater, with the exception of the 130m section of the pipeline that is routed on the track west of Turf Hill between Red Road and the footpath south of Lightwater. The reason

for the selection of the sub option in this area was due to significant constraints regarding the location of the replacement pipeline, including the Thames Basins Heath SPA, and to shorten construction times for Red Road. However, it is important to note that issues of concern that could arise in the Lightwater area can be referred to in the Local Impact Report and Statement of Common Ground, as appropriate.

- 3.7 The final pipeline route represents what ESSO consider to be the most appropriate location based on the constraints in this area and construction considerations. If Councillors or residents would like to make a representation as part of the examination process, they can register as an interested party with the Planning Inspectorate and make a written representation to the Examiner as part of the Examination process.

4. Options

- 4.1 The options for the Executive to consider are to:

- (i) **AGREE** to the production of a Statement of Common Ground with ESSO and the production of a Local Impact Report with other impacted local authorities in Surrey and due to uncertainty over submission timescales, for authority to agree the content of these documents to be delegated to the Executive Head of Regulatory Services in consultation with the Portfolio Holder.
- (ii) **NOT AGREE** to the production of a Statement of Common Ground with ESSO and the production of a Local Impact Report with other impacted local authorities in Surrey.

5. Proposals

- 5.1 It is proposed that the Council produce a Statement of Common Ground with ESSO and a joint Local Impact Report with other impacted local authorities.

6. Corporate Objectives And Key Priorities

- 6.1 The proposals may affect the Council's ability to achieve the Objective for prosperity by affecting the Council's ability to support business and the wider community by impacting detrimentally on local transport and other infrastructure.

7. Policy Framework

- 7.1 The consultation process Surrey Heath is responding to will have implications for the Borough's accessibility and therefore may impact on the Council's ability to meet Objective 1 of the Core Strategy.

Annexes	Annex 1: Map illustrating the final location of the replacement pipeline route.
Background Papers	
Author/Contact Details	Keiran Bartlett – Planning Officer Keiran.Bartlett@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal	✓	✓
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	✓
P R & Marketing	✓	✓

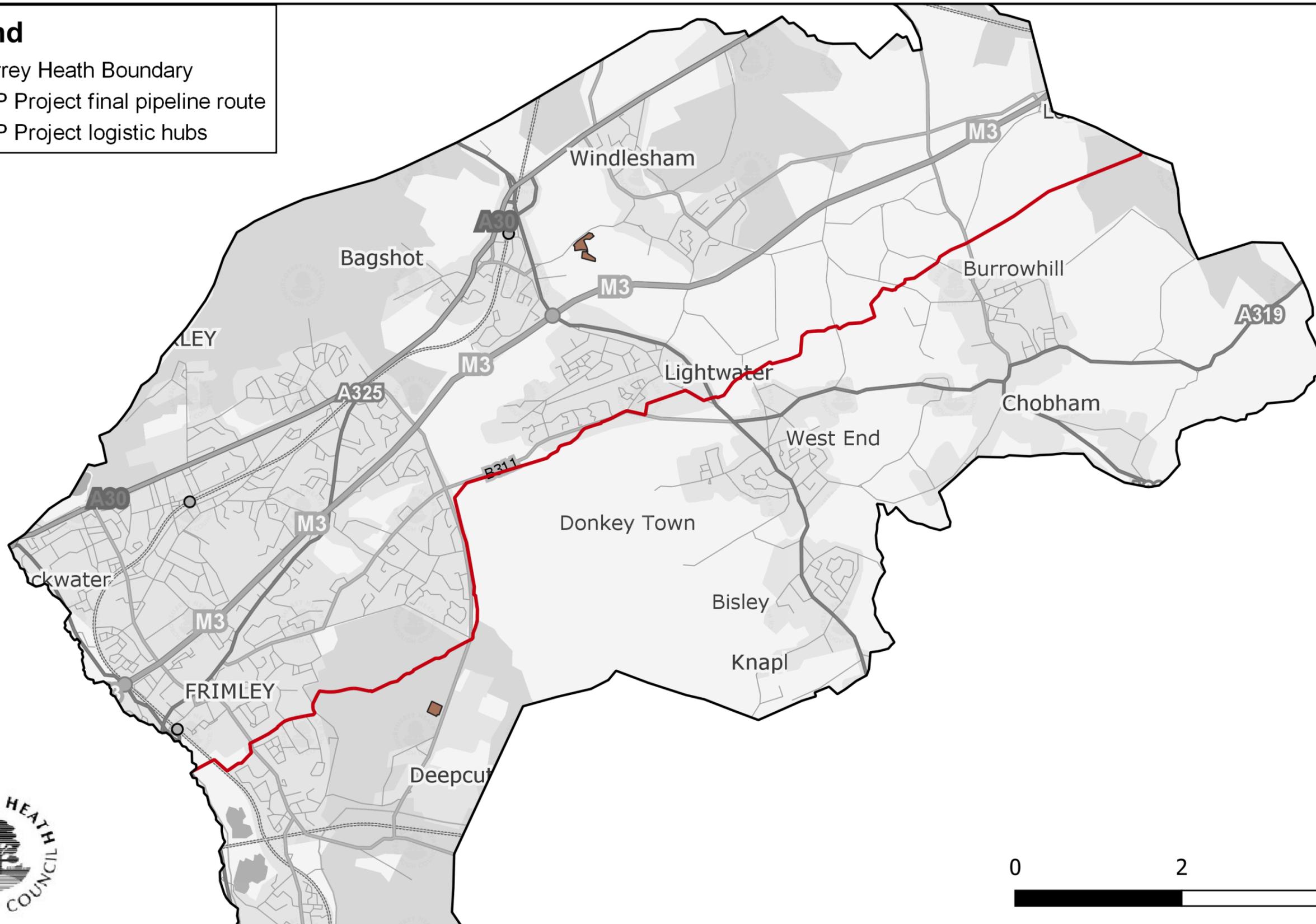
Review Date:

Version: 1

Annex 1: SLP Project final pipeline route in Surrey Heath

Legend

- Surrey Heath Boundary
- SLP Project final pipeline route
- SLP Project logistic hubs



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Suitable Alternative Natural Greenspace provision in Surrey Heath.

Summary

The provision of or financial contribution to Suitable Alternative Natural Greenspace (SANG) is a requirement for all planning applications involving new residential development to mitigate the adverse impacts of human activity on the Thames Basin Heaths Special Protection Area.

SANG capacity in the west of the Borough is becoming limited, particularly in the west of the Borough. Without further provision, by 2020 applications for new residential development are at risk of being refused due to no SANG being capacity available.

Portfolio – Planning & People

Date Portfolio Holder signed off report: 26 June 2019

Wards Affected

All

Recommendation

The Executive is asked to RESOLVE that:

- (i) the Executive Head of Regulatory be asked to include a condition in all delegated planning applications, or a recommendation to the Planning Applications Committee, as appropriate, that planning applications for new residential development be valid for one year following the grant of planning permission, rather than three years as at present; and
- (ii) a forward payment be made to Bracknell Forest Council to reserve SANG capacity at Shepherds Meadows.

1. Resource Implications

- 1.1 There are no resource implications beyond that provided for within the agreed budget for 2019/20.
- 1.2 The proposed payments can be funded from the SANGs reserve which currently sits at £607,089.95.

2. Background

- 2.1 The Thames Basin Heaths Special Protection Area (SPA) was designated in March 2005 under European and UK law. The Thames Basin Heaths SPA was designated to protect three species of ground nesting birds from adverse impact by human activity, including

recreation on the SPA and cat predation.

- 2.2 In 2009 the Joint Strategic Partnership Board agreed a strategy of avoidance and mitigation measures to offset the impact of new residential development. This involves the designation of an exclusion zone where no new residential development is permissible (400m buffer zone), contributions to Strategic Access Monitoring and Management (SAMM) and the provision of Suitable Alternative Natural Greenspace (SANG).
- 2.3 The provision of, or contribution to SANG is a requirement for all planning applications involving new residential development. This is usually facilitated through a contribution to a Council owned SANG (known as Strategic SANGs), whereby capacity is reserved for a given application, or through the provision of bespoke SANGs which are provided by the developer. It is important to note that for development of 10 new dwellings or more, the application site needs to be within the catchment area of the SANG that it is allocated to (catchment area is dependent on the size of the SANG). More information is available in the Thames Basin Heaths Special Protection Area Avoidance Strategy Supplementary Planning Document¹.
- 2.4 Planning applications for development requiring capacity at a Strategic SANG are allocated capacity to a relevant SANG upon being registered (monitored on a monthly basis). Upon approval, a planning application is valid for three years, the SANGs capacity is committed for until such time as development commences or the planning permission lapses. In essence, developers 'bank' SANGs capacity.

3. SANG capacity in the west of the Borough

- 3.1 The availability of SANG capacity in the west of the Borough is becoming increasingly limited, with capacity remaining for 116 dwellings in the Western Urban Area as of the end of May 2019. Although the Council is seeking opportunities for the provision of new SANG, including joint working with neighbouring authorities, there is currently no certainty that the Council can obtain additional capacity at this time.
- 3.2 Consequently, the issue of providing adequate SANG in Surrey Heath is becoming increasingly urgent and the possibility that applications for 10 or more units in the west of the Borough will have to be refused on the basis of no remaining capacity is becoming increasingly likely. The map in Annex 1 of this report shows the locations in the Borough where SANG capacity is most limited. As illustrated in the map, the areas of Camberley and Frimley are likely to have no capacity remaining by 2020. Due to the urban nature of the west of the Borough, it is very difficult to obtain land that is suitable for SANG.

¹Available at: <https://www.surreyheath.gov.uk/sites/default/files/Thames%20Basin%20Heaths%20Special%20Protection%20Area%20SPD%202019.pdf>

- 3.3 Shepherds Meadows SANG is the main SANG that provides capacity for the Western Urban Area, including Camberley Town Centre, and is owned by Bracknell Forest Council (BFC). In 2015, the Council signed a Memorandum of Understanding (MOU) with Bracknell Forest Council for the provision of capacity at Shepherds Meadows (capacity equivalent to 1200 people). Upon receiving contributions from developers for applications allocated at Shepherds Meadows, monies are transferred to Bracknell at the rate agreed in the MOU (£1879.00 per person).
- 3.4 To date, the monies that have been sent over to BFC equate to 256 people (therefore in theory the equivalent of 944 people remains to be paid). However, unimplemented applications have 'banked' an allocated capacity of 715 people, but not yet made the relevant SANG contribution. Thus, the capacity remaining for allocation is actually only 229 people (or assuming 2.5 person per household, some 92 new homes). It is important to note that approximately 80% of applications holding capacity at Shepherds Meadows SANG relate to Prior Notifications for the change of use from office uses to residential uses.
- 3.5 Officers met with BFC in late April to seek additional SANG capacity at Shepherds Meadows. As only a small proportion of monies had been paid, SHBC had not yet paid the second maintenance payment for Shepherds Meadows, as agreed in the MOU. This is affecting Bracknell's ability to plan for future maintenance work at Shepherds Meadows due to the funding uncertainty. As a result BFC is uncertain as to whether they are able to provide additional SANG capacity for the Borough from Shepherd's Meadows. A further meeting is planned in July.

4. Next steps

- 4.1 Officers are of the view that to ensure that SANG capacity is utilised effectively, the Council needs to limit SANGs capacity committed to applications that have not commenced, and thereby ensure that applications that will be delivering housing have capacity. It is, therefore, proposed that the Council reduce the time period for which a planning application is valid from three years to one year for all applications involving net new residential development, as appropriate. The Town and Country Planning Act 1990 (as amended) Section 91, provides local planning authorities with this flexibility.
- 4.2 In specific cases, for example larger development proposals in excess of 100 units, discretion will be applied by the case officer in determining whether it is appropriate for a one year expiration of planning permission to be applied. The change in the time period for which the planning permission is valid will not be applied to development proposals providing their own SANG.
- 4.3 This approach has been adopted by other authorities, including Rushmoor Borough Council, who have introduced similar provisions to

encourage developments to commence within 1 year of permission being granted. It is noted that for Prior Approvals it is not possible to limit the approval to a year. However, it is proposed that as the landowner of strategic SANGs, the Council can enter into an agreement with developers seeking Prior Approval to reserve SANG capacity for a one year period. If the application has not commenced within this time, the capacity will no longer be reserved for the Prior Approval.

- 4.4 Due to the issues raised in respect of payments to BFC, it is proposed that the Council make a forward payment of £300,000.00 for a proportion of capacity that has been reserved, but for which contributions have not been provided. In combination with applications that are due to make the relevant SANG in the coming months (e.g. Prior Notifications that are due to complete and are therefore required to pay SANG monies prior to occupation), this payment would reach the 50% payment and therefore enable SHBC to provide the second maintenance contribution to BFC (as discussed in paragraph 3.5).
- 4.5 Taking account of the outstanding balance of the Council's SANGs reserve combined with the continued need for capacity at Shepherds Meadows, it is considered that there is no significant risk in making a forward payment to BFC. This forward payment will demonstrate that capacity is being used and may also help secure further much needed SANGs capacity at Shepherds Meadow.

5. Options

- 5.1 The options for the Executive to consider are to:
- (i) **AGREE** that the Executive Head of Regulatory be asked to include a condition in all delegated planning applications, or a recommendation to the Planning Applications Committee, as appropriate, that planning applications for new residential development be valid for one year following the grant of planning permission, rather than three years as at present; and
 - (ii) **AGREE** for a forward payment be made to Bracknell Forest Council to reserve SANG capacity at Shepherds Meadows.
 - (iii) **NOT AGREE** that the Executive Head of Regulatory be asked to include a condition in all delegated planning applications, or a recommendation to the Planning Applications Committee, as appropriate, that planning applications for new residential development be valid for one year following the grant of planning permission, rather than three years as at present; and
 - (iv) **NOT AGREE** for a forward payment be made to Bracknell Forest Council to reserve SANG capacity at Shepherds Meadows.

6. Legal issues

- 6.1 No risks have been identified. It is noted that other Council's, including Rushmoor, have adopted this approach.

7. Proposals

- 7.1 It is proposed that the Council reduce the time period for which planning applications are valid from 3 years to 1 year.
- 7.2 To make a forward payment of £300,000.00 to Bracknell Forest Council to reserve SANG capacity at Shepherds Meadow.

8. Corporate Objectives And Key Priorities

- 8.1 The proposals may affect the Council's ability to achieve the Objective for prosperity by impacting the Council's ability to deliver new housing development in sustainable locations of the Borough.

Annexes	Annex 1: Map showing locations in the Borough based on SANG capacity remaining.
Background Papers	
Author/Contact Details	Keiran Bartlett – Planning Officer Keiran.Bartlett@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	✓
Capital		
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	✓
Policy Framework		
Legal	✓	✓
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation	✓	✓
P R & Marketing	✓	✓

Review Date:

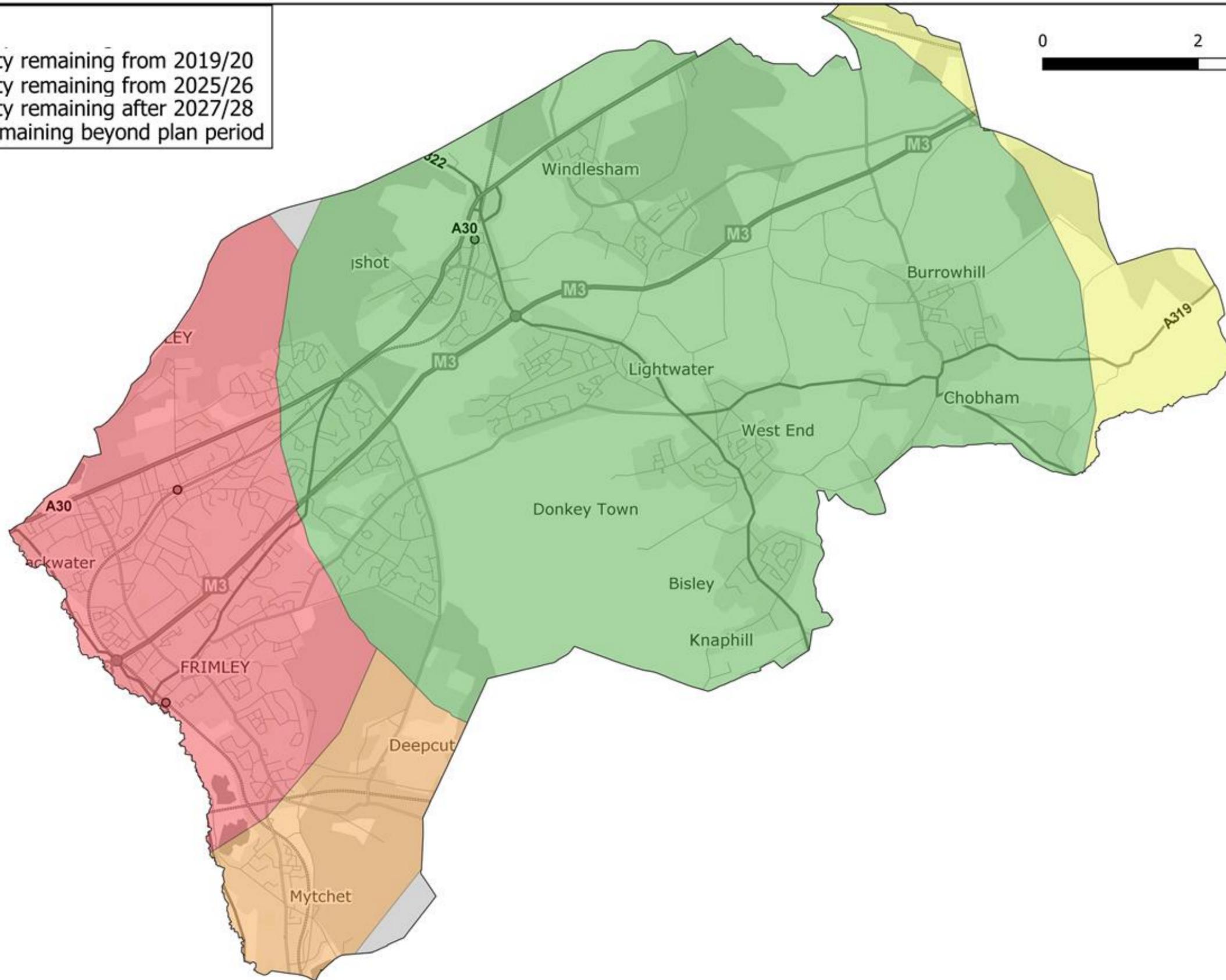
Version: 1

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Annex 1: Map showing areas of the Borough based on when there will be no remaining SANG capacity

Legend

- No capacity remaining from 2019/20
- No capacity remaining from 2025/26
- No capacity remaining after 2027/28
- Capacity remaining beyond plan period



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Homelessness and Rough Sleeping Strategy

Summary

To adopt a Homelessness and Rough Sleeping Strategy for the Borough

Portfolio – Support & Safeguarding

Date Portfolio Holder signed off report – 12 June 2019

Wards Affected All

Recommendation

The Executive is advised to adopt the Homelessness and Rough Sleeping Strategy 2019-23 as the Council's strategic approach to preventing homelessness and supporting those residents who do become homeless

1. Resource Implications

- 1.1 The Council has been successful in securing a number of Government grants and all actions either have funding allocated or will only progress when suitable funding is identified.

2. Key Issues

- 2.1 The Council has a duty to review homelessness in the borough and produce a strategy in response to the review that seeks to tackle homelessness against its main causes, support those who could be, are or have been homeless and increase the supply of accommodation to meet identified needs.
- 2.2 From November 2019 the Government intends to introduce regulation to require local authorities to produce a Rough Sleeping Strategy.
- 2.3 This Strategy builds on the work of a succession of previous strategies that the Council has had in place since 2002. While many of the challenges remain there are new actions proposed around welfare reform and single homelessness/rough sleeping as these have been identified as issues in which some residents need additional support.

3. Options

- 3.1 The Council is required to have a Homelessness Strategy and the draft can be adopted in its current form or with amendment.

4. Proposals

- 4.1 The Council adopt the draft Homelessness and Rough Sleeping Strategy 2019 – 2023.

5. Supporting Information

- 5.1 The review of homelessness in the Borough found that the main causes of homelessness are the end of a tenancy in the private rented sector and family breakdown (including parental evictions, relationship breakdown and domestic abuse).
- 5.2 The key client groups identified were single people (including rough sleepers) and young families.
- 5.3 Two key, and often related, issues are welfare reform and the cost of private rented housing.
- 5.4 Private rented accommodation is both a source of meeting housing need as well as a source of homelessness.
- 5.5 In 2018/19 the Housing Solutions Team worked with 355 homeless households under the provisions of the Homelessness Reduction Act 2017 who were homeless or threatened with homelessness.

6. Corporate Objectives And Key Priorities

- 6.1 Under the People theme of the 5 year strategy the Council has a priority to: 'Address housing needs within the community'.
- 6.2 Homelessness in all its forms is the most acute representation of housing need and this Strategy sets out the Council's response to the issue.

7. Policy Framework

- 7.1 Under the Homelessness Act 2002 all local authorities must have in place homelessness strategy based on a review of all forms of homelessness in their district. The strategy must be renewed at least every 5 years.

8. Legal Issues

- 8.1 The adoption of the draft Homelessness and Rough Strategy meets the Council's legal obligations.

9. Equalities Impact

- 9.1 An Equalities Impact Assessment has been completed and is included at Annex C.
- 9.2 Positive impacts were identified for the following protected equality groups: disability, sex, age, and pregnancy and maternity.

9.3 No negative impacts for any protected equality groups were identified.

10. Consultation

10.1 A consultation draft of this Strategy has been shared with all partners and is available on the Council's website.

Annexes	Annex A - Executive summary Annex B - Homelessness and Rough Sleeping Strategy Annex C - Equality Impact Assessment
Background Papers	
Author/Contact Details	Clive Jinman – Housing and Homelessness Manager
Head of Service	Jenny Rickard – Executive Head of Regulatory

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Homelessness and Rough Sleeping Strategy 2019 -23

Summary

Why have a strategy?

The Council has a duty develop and publish a Homelessness Strategy after reviewing homelessness issues in the Borough.

We have looked at level of homelessness, who becomes homeless, the things that lead to homelessness both directly (e.g. being served notice) and indirectly (e.g. debt, ill health) and the services and accommodation options available to both prevent homelessness and support those who do become homeless.

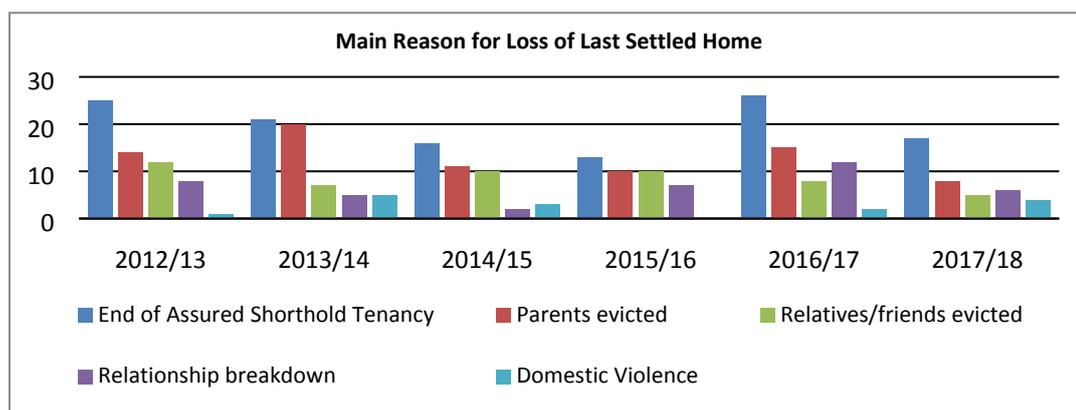
When we are talking about people who are homeless it is not just looking at those people who are actually sleeping rough. Homelessness has a much wider definition and can affect many in our community. It includes people whose home is not suitable because of disrepair, risk of violence, affordability, overcrowding, health or disability issues, or because they have been served notice.

In our Strategy we set out the evidence from our review (*what we know*), the work that has and is happening (*what we have done*) and our ambition over the term of this Strategy to further develop services to tackle homelessness (*what we will do*).

What does homelessness look like in Surrey Heath?

What we know

The table below sets out the main reason for homelessness in the Borough.



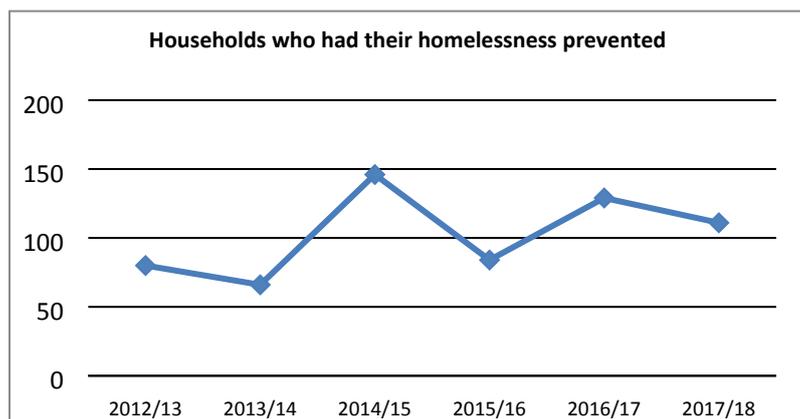
In 2018/19 the Housing Solutions Team worked with **355 households** who were homeless or threatened with homelessness

Other recorded reasons for homelessness include: mortgage arrears, arrears in a private tenancy, discharge from hospital or other institution and fleeing violence and harassment.

What we have done

Since 2002 we have had a succession of homelessness strategies with a focus on preventing homelessness and helping people move in a planned way. This has been achieved through a number of project-based initiatives and the individual work that Case Officers carry out with residents at risk of homelessness.

Chart below sets out of success over the period of the previous strategy in preventing homelessness.



We successfully achieved Bronze Standard following a successful review of our work with homeless 16 and 17 year olds



What we will do

Our priorities for this Strategy are:

- To provide an effective and person-centred service that reduces homelessness against its main causes;
- To develop and support service pathways for those residents at greater risk of becoming homeless to access the support they need to live settled lives in the community; and,
- To work with a range of partners to deliver a shared approach to homelessness that maximises available resources and expertise.

Tackling the causes of homelessness

Relationship and Family Breakdown

What we know

The main areas of family breakdown leading to homelessness are the breakdown between parent and adult child leading to the adult child being excluded from the family home, and relationship breakdown between a couple. While only small numbers of households are accepted as statutory homeless due to fleeing domestic abuse the reality is that Case Officers are involved in many more cases where other options to homelessness are found.

- Through Rent Choice we provide financial support to secure a private tenancy to avoid homelessness.
- While there is no refuge provision in Surrey Heath we provided capital grant of £50,000 for the refuge located in Runnymede when it was first established.
- Surrey Heath Partnership fund a Sanctuary Scheme, providing security works to the homes of victims of abuse to make them safe in their home.
- We work with other Surrey boroughs and districts to move those at risk of serious domestic abuse move to other areas
- We attend MARAC to ensure the housing options of those at risk of serious domestic abuse are considered as part of wider multi-agency interventions.
- With Surrey County Council we have commissioned floating support from Riverside Housing to support residents who need help secure or maintain a home.

What we have done

What we will do

- We will review the Allocation Policy to ensure that it does not incentivise homelessness and does not penalise those residents who work with us to resolve their housing issue.
- We will refer residents living with their parents to Renting Ready training to support their move to independence in a planned way.
- We will continue to work with local partners and across Surrey to provide a range of housing and support options for residents fleeing domestic violence.

The end of an Assured Shorthold Tenancy (AST)

What we know

The end of an AST has been an increasingly common cause of homelessness over the last 8 years, locally and nationally. In the last two years this reason has accounted for over a third of the households we accepted as homeless, and in both years was single biggest reason for homelessness.

What we have done

We brought our housing services into one team. This Housing Hub includes Case Officers working on homelessness prevention and housing advice (Housing Solutions Team) and Environmental Health Officers working on private sector housing enforcement who also have responsibility for the Councils grants programme, delivering financial assistance for adaptations and home improvements (Home Solutions Team).

This work has been further enhanced by employing a Letting Negotiator within the Housing Hub.

Case Officers are trained in tenancy law to ensure that landlords are meeting their obligations and tenants advised on their rights.

Case Officers have access to funding to assist tenants who would otherwise become homeless. Payments from this 'prevention pot' could be used to address a small amount of arrears accrued through hardship and pay fees at renewal of a tenancy.

Decisions on Discretionary Housing Payments are made jointly by Revenues and Benefits and the Housing Solutions Team, with weekly meetings to assess applications

The Council is member of [ATLAS](#) (Accreditation and Training for Landlords and Agents Service), giving local landlords access to an accreditation scheme

What we will do

- Along with the Hope Hub work with Accent on their successful bid to pilot Crisis Renting Ready: tenancy training to support residents maintain a tenancy
- Undertake campaigns to promote landlord accreditation to support a sector that has the knowledge and support to meet housing need, get early contact from landlords who have an issue with their tenants so we can work to prevent homelessness and get early contact from tenants worried about their tenancy to support them avoiding homelessness
- Investigate holding a landlords forum
- Refer tenants to floating support with Riverside Housing if they need help to keep their home

As well as continuing the above work we will:

Our partners



Finding Pathways for At Risk Groups

Research has shown that certain groups of people are over represented in homeless populations and often struggle to maintain a home without support. We have a duty to consider the needs of these people and plan to provide the services they need to prevent homelessness and ensure there is support in place for them to maintain accommodation.

Rough Sleepers

What we know

At 10th May 2019 there were 16 NFA applicants on the Housing Register, all with a Surrey Heath connection and at the beginning of the month the Housing Solutions Team's Homelessness Reduction Act case load was currently 83 cases, of which 47 were single people.

What we have done

- In 2014 a successful bid was made for government funding to run the Team Around the Person Project and 64 individuals were assisted over the life of the project
- In March 2016 the Council hosted Single Homeless Forum with local statutory, voluntary sector and faith group partners coming together with housing and service providers
- The Forum led to the Council commissioning a piece of work that culminated in Camberley Churches Together forming a new charity to take on the delivery of day services to single homeless residents, the Hope Hub.
- In 2018 a successful bid was made to the LGA for Housing Advisor support, targeted consultancy from industry specialists looking at options for delivering accommodation for single people using developer contributions.
- In February 2019 a bid was made to MHCLG for Rough Sleeper Initiative funding to provide the revenue funding to pump prime an accommodation project.

What we will do

- We will work with the Hope Hub to deliver an offer to single homeless people that navigates them to the services they need and supports them to settled lives in the community. Take forward the recommendations in the LGA Housing Advisor's report to deliver shared housing for single people

- Agree a local outreach protocol so no rough sleeper is known to us but does not know us
- Deliver annual Severe Weather Emergency Provision (SWEP)
- Collect data to continue understand the local cohort to develop the right housing and support
- Ensure that Renting Ready tenancy training is available for those moving out of rough sleeping
- Set up a Panel of local agencies to ensure that intelligence is shared about rough sleepers and support to them is co-ordinated
- Look at ways of capturing service users' voices and involvement in the assessment and design of services.
- Work proactively with the Ministry of Housing, Communities and Local Government to ensure that our approach benefits from national learning and best practise, including being active in the development of Homelessness Reduction Boards.
- Support the specialist work coach in the Job Centre and ensure a joint approach, and be active in the DWP partnership meetings

Young People and Care Leavers

What we know

Research in 2017 by Centrepont found that 1 in 4 care leavers had sofa surfed and 14% had slept rough.

16 and 17-year olds and care leavers under 21 have an automatic priority need under the legislation.

Due to our proactive approach we have not accepted any 16 and 17-year olds or care leavers as homeless in the last 10 years and not placed any 16 and 17-year olds in bed and breakfast accommodation.

What we have done

- Worked with Surrey County Council to deliver 16 and 17 Year Old Young Person and Care Leavers Protocols, setting out a pathway for homeless young people and care leavers.
- We worked with Accent to improve facilities at Connaught Court to make rooms available for homeless young people and care leavers
- The Council's joint work on this area of activity has passed the National Practitioner Service's Local Challenge for 16/17 year olds as part of the Gold Standard assessment, earning us the Bronze Standard Award.

What we will do

- We will work with County and borough and district partners to ensure that the current successes in supporting young people and care leavers as a joint responsibility are maintained with revised Protocols.
- Work with Surrey County Council to ensure the MHCLG funded Personal Advisor for homeless care leavers is integrated into local housing and support pathways
- Ensure that Renting Ready tenancy training is available for young people starting their move to independence and that it meets their needs.

Residents affected by Welfare Reform

What we know

The impact we have seen locally has been:

- The freeze in local housing allowance pricing residents out of the private rented market as the help available fails to match market rents;
- Families affected by the benefit cap struggling to meet housing costs, even in housing association homes;
- Accent report that tenants on Universal Credit carry higher rent arrears levels than other tenants;
- Landlords being less willing to take homeless households into private rented tenancies, especially single people, as previously the Council could pay Housing Benefit direct to the landlord while Universal Credit goes to the tenants unless there are arrears;
- Residents refusing offers of housing association homes on affordable rents as they cannot afford them

The double impact of welfare reform has been to make some peoples current home harder to afford while restricting the options available to people on benefits.

What we have done

- We set up and chaired a local Welfare Reform Group

- The Renting Ready programme includes training for residents on managing their money, including changes to the benefits system and the way in which money is now received.
- With Surrey County Council we have commissioned floating support from Riverside Housing whose remit includes to help residents in need of help manage their household budgets
- Worked with Frontline to make referrals of housing customers with money issues

What we will do

- Continue to work with partners through the DWP Partners Group to support residents affected by welfare reform including monitoring impact, co-ordinating programmes of support and producing customer information.
- Support campaigns by housing and support providers on income maximisation, pathways to employment and money management.
- Refer all housing customers in need of Personal Budgeting to Frontline and Citizens Advice Surrey Heath.
- Continue to target Discretionary Housing Payments to residents at risk of homelessness due to welfare reform.
- Review the Allocation Policy to ensure that housing association tenants who need to move due to the social size criteria ('bedroom tax') have sufficient priority to secure a move to a suitably sized home.
- Continue to ensure that Case Officers are trained in changes to best support residents.

Residents whose housing is impacted by their mental health

What we know

- Housing and mental health are often linked. Poor mental health can make it harder to cope with housing problems, while being homeless or having housing problems can make mental health worse. Related factors can also impact on the mental health of residents leading to homelessness, such as debt, loss of employment or relationship breakdown
- 136 households on the Housing Register at the beginning of May 2019 indicated that there was a member with mental health issue (ranging from anxiety and depression to severe and enduring conditions).
- Evidence from the Team Around the Person work with rough sleepers found that while many had mental health issues they had difficulty in accessing and staying engaged with services due to their chaotic life styles.

What we have done

- With other Surrey Boroughs and Districts, CCGs and hospital trusts we have agreed a mental health protocol that seeks to support those people who are in the mental health system who are also experiencing a housing problem so they can access a co-ordinated response and not approach in crisis.
- Work with Home Group to ensure access to their accommodation for residents needing supporting housing and meet regularly with them and the Community Mental Health recovery Service
- Bid for funding from the Ministry of Housing, Communities and Local Government to funding a mental health case worker at the Hope Hub, with additional funding requested from Surrey Heath CCG.
- With Surrey County Council we have commissioned floating support from Riverside Housing whose remit includes to work with residents whose mental health affects their ability to secure or maintain accommodation.
- *What we will do*
- Provide training to Acute Care Units (ACUs) on housing, homelessness and the Mental Health Protocol.
- Refresh officer training on working with people with mental health issues, and on safeguarding.
- Review the Allocation Policy to ensure that residents who are ready to move on from supported housing have a sufficient priority to move to a home in the community.
- Finalise funding for a mental health case worker based at the Hope Hub.



Other factors

While these are the main presenting factors we know that there are other groups of people whose needs or circumstances lead to them being homeless or at risk of homelessness. These include people with physical disabilities and long-term health problems, people with learning disabilities, ex-offenders, and people with substance issue issues. We will continue to address the needs of individual clients through a personalised approach, while monitoring approaches to identify any issues or trends that need to be addressed in our work and included in the annual review of this strategy.

Increasing the supply of accommodation

What we know

- Housing associations provide social housing in the borough however demand always outstrips supply.
- The Thames Basin SPA and viability issues impact on the delivery of new affordable housing.
- Private rented housing is increasingly unaffordable for people on low incomes and benefits.
- There is a limited supply of shared housing for single people.
- There are very limited supported housing options and only for people with mental health issues so no local accommodation for rough sleepers, other single homeless people, young people or other client groups.

What we have done

- The Core Strategy sets out the planning requirements for affordable housing provision.
- Commissioned independent viability assessment to seek to ensure affordable housing delivery is maximised.
- Rent Choice provides financial assistance to help people secure private rented accommodation and employing a Letting Negotiator within the Housing Solutions Team has improved our ability to support landlords and access homes for residents.
- In 2018 a successful bid was made to the LGA for Housing Advisor support, targeted consultancy from industry specialists looking at options for delivering accommodation for single people using developer contributions.
- In February 2019 a bid was made to MHCLG for Rough Sleeper Initiative funding to provide the revenue funding to pump prime an accommodation project.

What we will do

- Commission a Housing Needs Study to inform future planning policy on affordable housing delivery.
- Develop a Housing Strategy setting out how new affordable housing will be delivered in the Borough.
- Take forward the recommendations in the LGA Housing Advisor's report to deliver shared housing for single people, considering how we can use our asset acquisition ambitions and management functions to deliver a social benefit
- Review the Allocation Policy to ensure that it works both for individual households in housing need and makes best use of the housing stock.
- Work with Surrey County Council on the Surrey Accommodation with Care and Support strategy to deliver the right accommodation for older, vulnerable and disabled residents in the Borough.
- Investigate social letting agency models to see if supply in the private rented sector can be increased by direct involvement with the sector

Partnerships

The Council works collaboratively with partners in the public, private and voluntary sectors. Such collaboration is central to the delivery of homelessness prevention and housing support, both when working with individual households as well as in developing a strategic approach to shared agendas and designing shared services.

We work closely with other Surrey Boroughs and Districts across a range of issues, from supporting moves across Surrey for people at risk of violence to sharing training costs.

We have protocols with Surrey County Council in working with homeless 16 and 17 year olds and care leavers, a mental health protocol with health agencies and an offender's protocol with Probation. In working with individual households Case Officers attend child protection and adult safeguarding meetings, and multi-agency meetings for a variety of client groups.

We are part of the MAPPA arrangements, managing the most serious offenders in the community; MARAC, protecting those at serious risk of harm through domestic violence; and CharMM, delivering a joined up response to community safety issues.

We work with housing and support providers in the voluntary sector: partnership working with Frontline and Citizen Advice Surrey Heath, commissioning floating support from Riverside Housing and providing funding to the Hope Hub.

We have nominations agreements with Registered Providers (housing associations) and Accent, our largest provider, is a partner in our Joint Allocation Policy which sets out the framework for the allocation of housing association homes.

Action Plan

We have taken all the work we will be doing to tackle homelessness and rough sleeping and put it in our Strategy. Find out more by visiting us on-line at surreyheath.gov.uk



Homelessness and Rough Sleeping Strategy 2019- 2023

1 Introduction

The Council has a [duty](#) to publish a homelessness strategy based on a review of homelessness in the area.

For the strategy to be effective it should be aligned with other local plans and be developed with the support of other Council departments and wider partners. This will ensure that work in the Borough to tackle homelessness does so by addressing a wide range of factors that contribute to homelessness rather than narrowly focusing on 'housing' issues.

The review we have completed gives us an evidence base to inform our direction and this strategy sets out our approach.

The strategy is underpinned by an action plan that details the work we will do to tackle homelessness and the resources we have to do this work. The action plan has shared ownership with those partners working with us.

Over the period of this strategy we will review the effectiveness of our approach and our response to new challenges and opportunities. The action plan will be updated annually.

The Governments Rough Sleeping Strategy sets out a target to introduce regulation to require local authorities to produce a Rough Sleeping Strategy by December 2019. As we have been working on this area of activity we have included our response to rough sleeping in this Strategy.

1.1 A review of homelessness

We have looked at level of homelessness, considered who becomes homeless, looked at the things that lead to homelessness both directly (e.g. being served notice) and indirectly (e.g. debt, ill health) and the service and accommodation options available to both prevent homelessness and support those who do become homeless.

When we are talking about people who are homeless we are not just looking at those people who are actually sleeping rough. Homelessness has a much wider definition and can affect many in our community. It includes people whose home is not suitable because of disrepair, risk of violence, affordability, overcrowding, health or disability issues, or because they have been served notice.

1.2 Formulating our approach

Our strategy looks at how we can:

- Prevent homelessness in the Borough;
- Secure that sufficient accommodation is, and will be, available for residents who are or may become homeless; and,
- Secure that support is available to those who are homeless, at risk of becoming homeless or have been homeless and need support to prevent it happening again.

For each identified area of activity we set out the evidence from our review (*what we know*), the work that has and is happening (*what we have done*) and our ambition over the term of this strategy to further develop services to tackle homelessness (*what we will do*).

1.3 Delivering our Services

The homelessness legislation is set out in [Part 7 of the Housing Act 1996 AS amended](#)) and this provides the strategic framework for the work we do.

There have been a number of amendments to the legislation increasing the duties of local authorities. Most recently the [Homelessness Reduction Act 2017](#) significantly reformed the legislation by placing duties to intervene at earlier stages to prevent homelessness, and to provide homelessness services to all homeless people not just those deemed to be in 'priority need'.

Specific timetables are placed around the help people can now expect including duties to 'prevent' homelessness for those who are threatened with homelessness within 56 days, and further 56 day duty to try to 'relieve' homelessness for those who are actually homeless. For those who do not fall into this group there is still a general duty to ensure advice is available to people in the Borough who have a housing problem.

Everyone owed one of these duties is given a Personal Housing Plan (PHP). This sets out both what the Council will do and what they should do to resolve their housing situation.

It has long been recognised that early intervention can prevent homelessness and the Council's message to residents and the agencies that work in the community has always been 'talk to us early'. The Homelessness Reduction Act is partly in response to those authorities who have not worked with people in this way, sending them away until they are actually roofless.

It has also always been our ambition to assist those that are not in 'priority need', generally these are single people who when they are homeless do not have to be provided accommodation. Since 1997 the Council has run 'Rent Choice', a scheme providing upfront money to secure a home in the private sector, and this has always been available to single people. The Homelessness Reduction Act is partly in response to those authorities who turned these people away with no practical help.

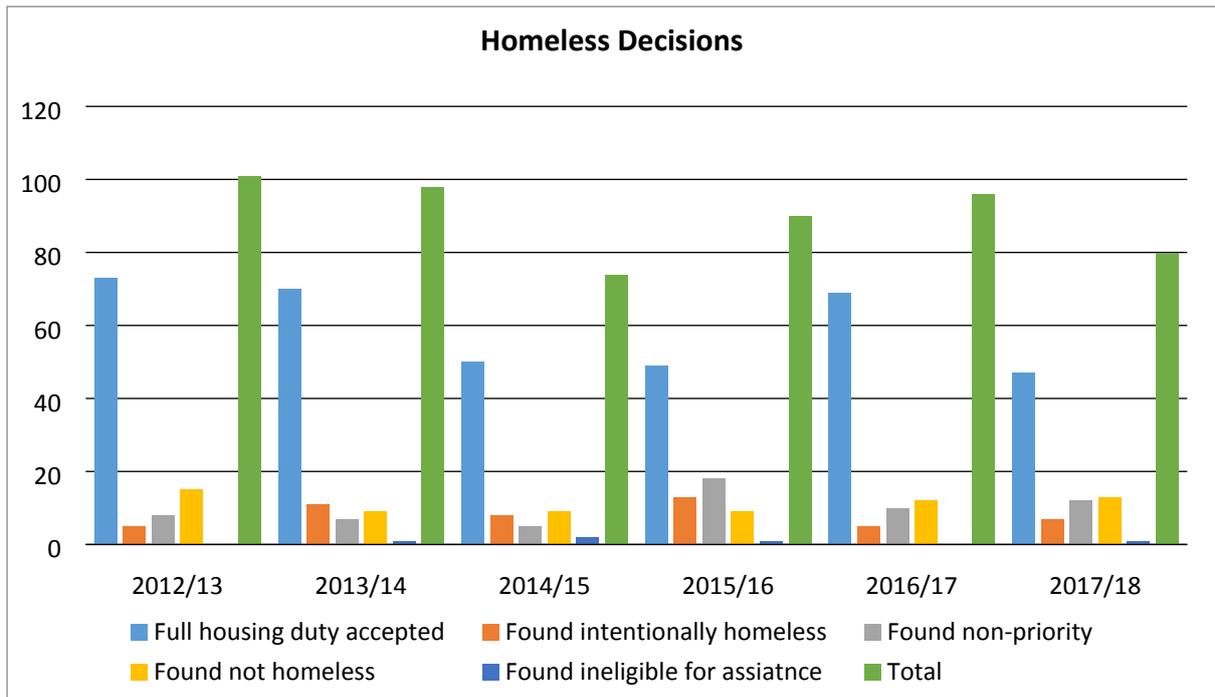
The premise of the legislation is therefore one with which we agree and have worked towards: early intervention and homeless prevention services and support for all. The disappointment with the Act is that it now imposes a very bureaucratic system on the work we do and additional resources both in terms of staff and funding have been needed to meet these requirements.

1.4 Homelessness in Surrey Heath

Looking at who we work with, we record all those households who approach us as homeless and for whom a decision is made. The decisions that can be made are:

- a full housing duty is owed and that household will be housed by the Council until settled housing is found;
- the applicant is intentionally homeless i.e. they did something to cause their homelessness so there is a not a duty to provide housing but advice and assistance is offered;
- the applicant in non-priority which means that they don't have children and are not vulnerable in some way so there is a not a duty to provide housing but advice and assistance is offered; or,
- the applicant is found not homeless i.e. they can remain in their home; or, found ineligible i.e. certain people from abroad who do not qualify for help from the Council.

The chart below shows the number of decisions we have taken over the period of our previous strategy.

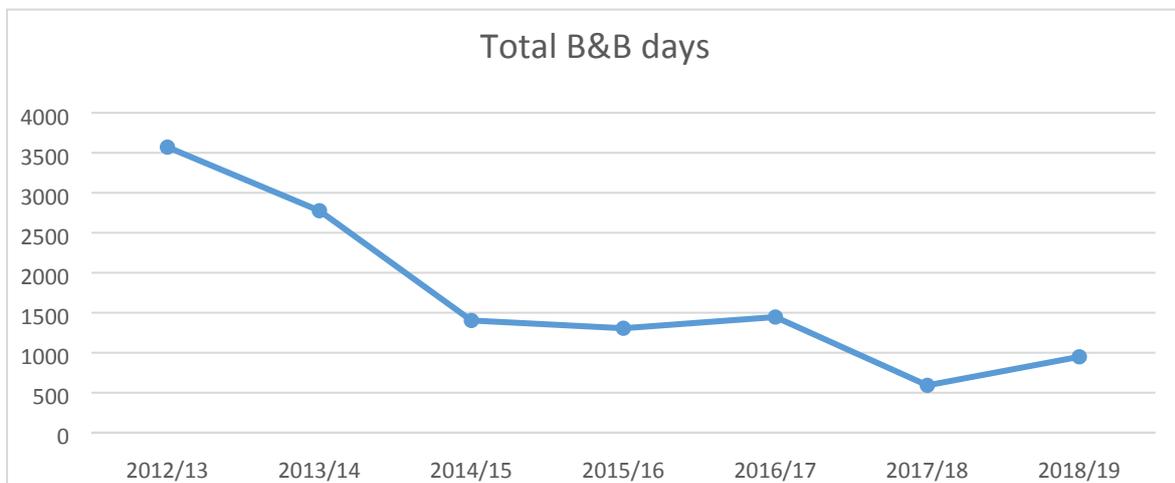


Due to the change in legislation we cannot directly compare our work in 2018/19, however during the year 27 households were accepted as having a full duty, 7 found intentionally homeless and 49 found non-priority.

In total in the first 12 months of the Homelessness Reduction Act the Housing Solutions Team worked with 355 households.

Often the only response we have to emergency homelessness is bed and breakfast accommodation. We recognise that is not ideal for either families with children or for residents who are vulnerable in some way as it is out of area and usually has shared facilities.

The chart below shows our B&B usage over the period of our last Homelessness Strategy in which we have sought to reduce the use of this accommodation. It is measured in 'bed and breakfast days'. This is the total number of days we had households in B&B and is calculated by adding those days together (so 5 families in B&B for 5 days each = 25 B&B days).



As well as the social cost of placing households in B&B there is a financial cost to the Council and the table below shows our expenditure on B&B over the last 7 years. The actual cost is arrived at by taking the rent charged to households in bed and breakfast, including any help they have from Housing Benefit, away from the actual charge made by B&B proprietors.

B&B costs	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Full cost	£176,689	£171,760	£79,654	£92,550	£94,073	£47,726	£75,430
Income	£72,231	£62,676	£35,952	£37,485	£36,463	£23,259	£37,681
Actual cost	£104,458	£109,084	£43,702	£55,065	£57,610	£24,467	£37,749

2 Tackling the causes of homelessness

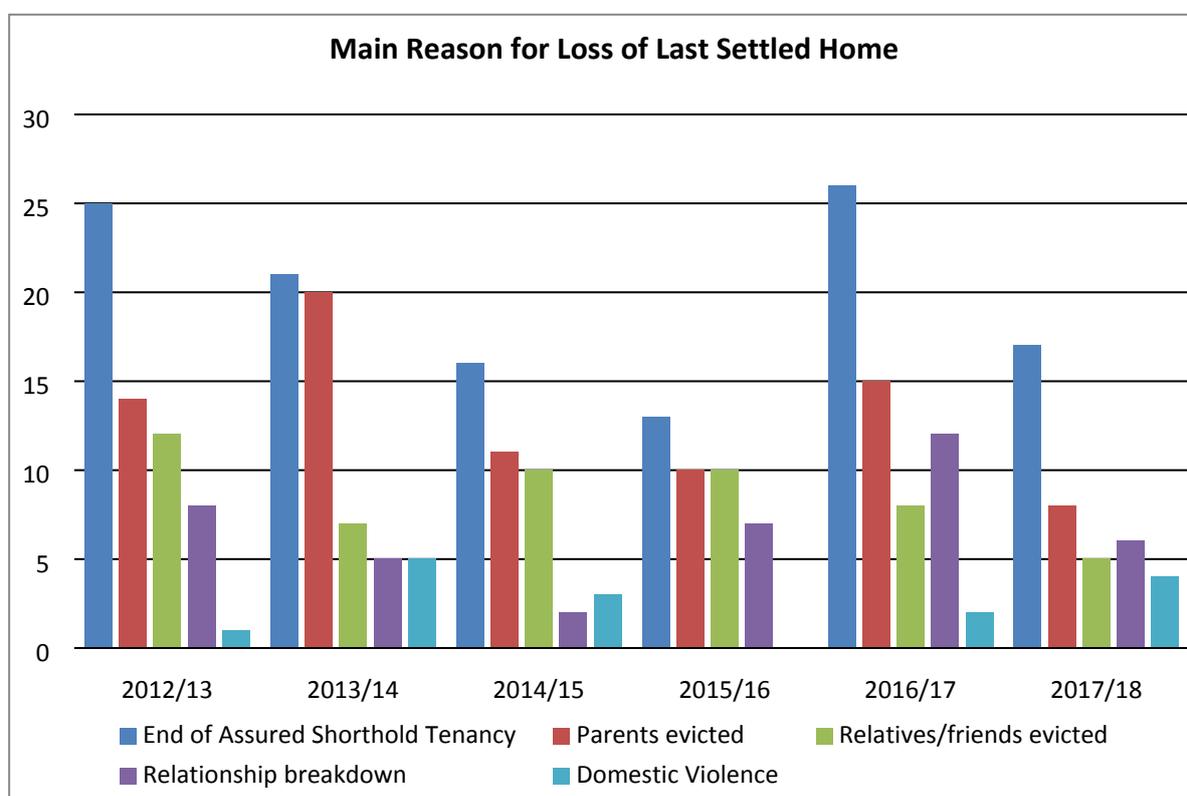
What we know

Data collection for Government has recently changed and in the future will give us more detail about who becomes homeless and the reasons behind why they become homeless.

The statistics available until April 2018 record headline figures and we have used these to direct where resources should be focused. Some sense checking has been carried out against activity in 2018/19 but the changes to legislation mean the data does not directly correspond with collection from previous years.

For those people for whom we accepted a full housing duty we record the reason that they lost their last settled home.

The chart below shows the main reasons for the loss of the last settled home over the period of the previous strategy.



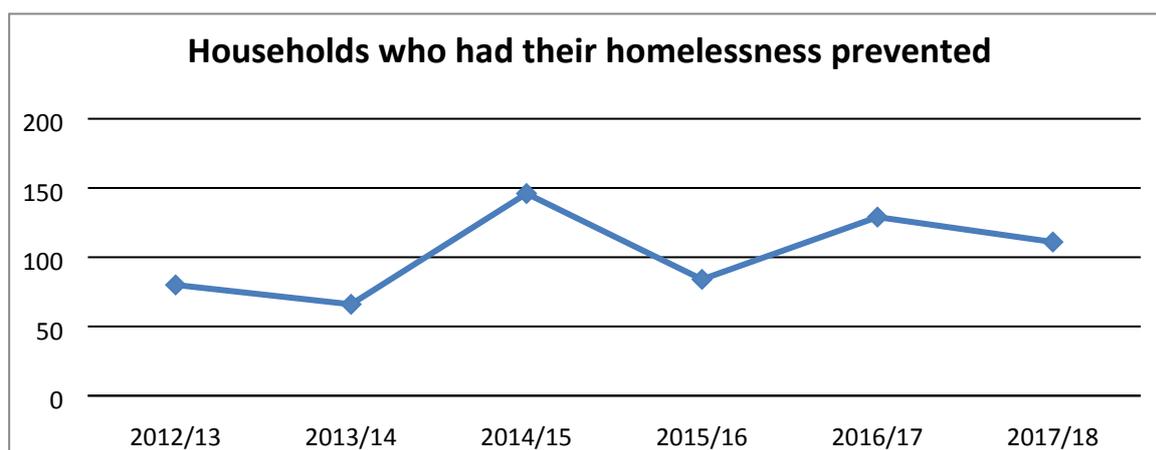
The other reasons people lost their homes are set out in the table below.

Loss	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18
Other violence	0	1	0	0	0	1
Other harassment	0	1	0	0	0	1
Mortgage arrears	4	0	0	1	0	0
Social rent arrears	0	0	1	0	0	0
Private rented arrears	2	4	1	0	1	1
Other private tenancy reason	0	0	1	1	1	0
From hospital	0	1	0	0	0	1
From other institution	0	0	0	2	1	0
From the Armed Forces	3	0	0	0	0	0
Other reason	4	5	5	5	3	3

What we have done

Since 2002 we have had a succession of homelessness strategies with a focus on preventing homelessness and helping people move in a planned way. This has been achieved through a number of project-based initiatives and the individual work that Case Officers carry out with residents at risk of homelessness.

The chart below sets out of success over the period of the previous strategy in preventing homelessness.



We are part of the National Practitioner Participation Service's [Gold Standard Programme](#). This is a peer review scheme designed to support delivery of more effective and efficient homelessness prevention services. The Gold Standard started with a peer review which we passed allowing us to start applying for each of 10 Local Challenges. To date we have applied for the challenge in relation not placing any young person aged 16-17 in bed and breakfast accommodation, which we successfully demonstrated compliance with, earning

us the Bronze Standard Award.

We have increased the staff team using external funding to provide additional support to residents with a housing problem and better integrated the work we do in improving housing conditions in the private sector and providing adaptations and improvement to vulnerable residents with our housing advice and homelessness work.

We have invested in new software to meet the requirements of the Homeless Reduction Act and to produce Personal Housing Plans so homeless households have written advice and can access and update their plans on-line.

What we will do

While we look at individual solutions to each person's homelessness through our Housing Solutions Service, working with our partners this strategy focuses on the main reasons for homelessness. To that end after reviewing homelessness in the Borough our priorities over the term of this strategy are:

- To provide an effective and person-centred service that reduces homelessness against its main causes;
- To develop and support service pathways for those residents at greater risk of becoming homeless to access the support they need to live settled lives in the community; and,
- To work with a range of partners to deliver a shared approach to homelessness that maximises available resources and expertise.

2.1 Relationship and Family Breakdown

What we know

This area of homelessness is one of the most complex as it involves very individual and very personal circumstances.

In this strategy we have taken all aspects of family breakdown and looked for some common features or areas of work we can undertake to reduce homeless for this reason while recognising that often it will be our approach to resident's individual circumstances that will be the defining factor in finding a successful outcome.

The main areas of family breakdown leading to homelessness are the breakdown between parent and adult child leading to the adult child being excluded from the family home, and relationship breakdown between a couple whereby one has to leave the home, or the home ceases to be available for both partners.

Often the adult child leaving the parental home has a child of their own and will be moving to their first independent home.

While only small numbers of households are accepted as statutory homeless due to fleeing domestic abuse the reality is that Case Officers are involved in many more cases where other options to homelessness are found. The Housing Solutions Team is represented on the local Multi Agency Risk Assessment Committee (MARAC). This forum considers multi agency actions in the cases of the most serious domestic abuse cases where there is a risk of serious harm. In 2016/17 27 cases involving Surrey Heath residents were discussed, in 2017/18 there were 43 cases and in the first 6 months of

2018/19 there were 53 cases.

What we have done

We seek to mediate to resolve potential conflict that leads to family breakdown, and where homelessness cannot be prevented we negotiate to avoid bed and breakfast.

We provide Rent Choice financial support to secure a tenancy with a private landlord to avoid homelessness.

There is no refuge provision in Surrey Heath however we provided capital grant funding of £50,000 for the provision of the refuge located in Runnymede, with match funding from Runnymede Borough Council, when it was first established.

Surrey Heath Partnership fund a Sanctuary Scheme, providing security works to the homes of victims of abuse to make them safe in their home rather than requiring a move to alternative accommodation.

We work with other Surrey boroughs and districts to move those at risk of serious domestic abuse to other areas, with tenancies offered on a reciprocal basis across the County.

We attend MARAC to ensure the housing options of those at risk of serious domestic abuse are considered as part of wider multi-agency interventions.

With Surrey County Council we have commissioned floating support from Riverside Housing whose remit includes to support residents who need help to secure or maintain a home.

What we will do

We will re-instate home visits for all Housing Register applications received from adult children living in their parents' home to support them to manage and plan for leaving home rather than it happening in a crisis.

We will review the Allocation Policy to ensure that it does not incentivise homelessness and does not penalise those residents who work with us to resolve their housing issue.

We will refer residents living with their parents to Renting Ready training to support their move to independence in a planned way.

We will continue to work with local partners and across Surrey to provide a range of housing and support options for residents fleeing domestic violence.

2.2 The end of an Assured Shorthold Tenancy (AST)

What we know

The end of an AST has been an increasingly common cause of homelessness over the last 8 years, locally and nationally. In the last two years this reason has accounted for over a third of the households we accepted as homeless, and in both years was the single biggest reason for homelessness.

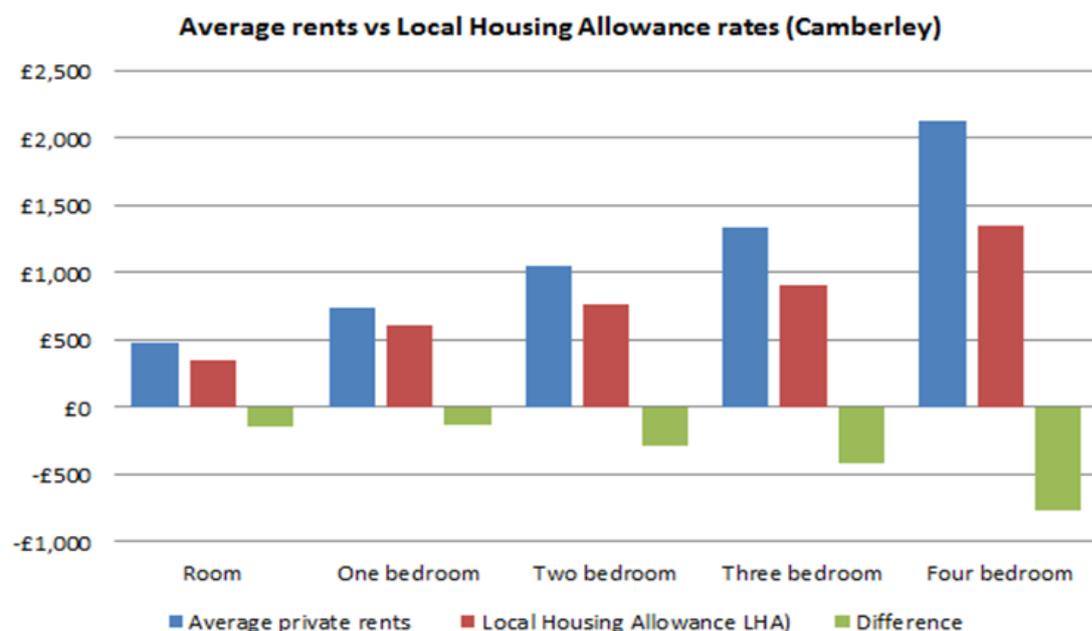
An AST can be ended with a [Section 21](#) notice which, if served correctly with landlord having completed the right paperwork throughout the tenancy, ends the tenancy and allows the landlord to gain possession of the property without a reason.

As no reason is needed to gain possession the Section 21 notice can be used by a landlord to evict for a variety of reasons and the tenant has no defence. For example should a landlord serve a notice for rent arrears the tenant could defend those proceedings to prevent the Court granting possession; if instead the landlord serves a Section 21 because they want to evict a tenant in arrears then the tenant has no defence to these proceedings.

The increase in numbers may have a number of underlying factors: the increased number of people in the private rented sector (both those unable to access a scarce supply of social housing and those unable to access homeownership) and the issue of affordability with incomes not keeping pace with rent levels and Local Housing Allowance being frozen.

For those on low incomes or reliant on benefits the freeze in [Local Housing Allowance](#), the financial help available towards rent, has meant an increasing gap between the help available and average rents requiring households to find money to 'top up' the assistance they get to meet their rent obligations.

The table below sets out rents in Camberley as at March 2019 and the [maximum LHA](#) available for each size of property.



In the early stages of this strategy [Universal Credit](#) is being rolled out in Surrey Heath,

meaning that the help most tenants get towards their rent will be paid in a single sum along with other benefits. This will effect private and social housing tenants with evidence from other areas showing an increase in rent arrears due to both the way the payments are made and also many tenants having to manage money that previously went straight to their landlord. Our response to this can be found in the welfare reform section.

What we have done

We have consolidated our housing services into one team. This Housing Hub includes Case Officers working on homelessness prevention and housing advice (Housing Solutions Team) and Environmental Health Officers working on private sector housing enforcement who also have responsibility for the Councils grants programme, delivering financial assistance for adaptations and home improvements (Home Solutions Team).

This cross disciplinary work has improved the service to tenants and landlords: giving us the ability to give both advice and support to make tenancies successful and prevent homelessness, as well as being able to tackle issues where a small minority of landlords do not meet their responsibilities in terms of serving correct notice, managing their homes or keeping the homes safe for tenants.

This work has been further enhanced by employing a Letting Negotiator within the Housing Hub. While the primary focus of the role is accessing additional tenancies the single point of contact for landlords and agents has improved our ability to support landlords and access homes for residents.

Case Officers in the Housing Solutions Team have been trained in tenancy law, and this training is regularly updated. This means that notice served on tenants can be properly scrutinised to ensure that landlords are meeting their obligations and tenants advised on their rights.

Often small interventions can resolve a tenancy issue and prevent homelessness. Case Officers have access to a pot of funding to assist tenants who would otherwise become homeless. Payments from this 'prevention pot' could be used to address a small amount of arrears accrued through hardship and pay fees at renewal of a tenancy. These are cost effective interventions and are linked with other work with the tenant (for example if we help with arrears we might ask the tenant to engage with Money Advice services as a condition of that assistance).

For those with an entitlement to Local Housing Allowance it is possible to apply for a [Discretionary Housing Payment](#) (DHP). While administered by the Council's Revenues and Benefits Service decisions on DHP are made jointly with the Housing Solutions Team, with weekly meetings to assess applications. As with payments from the prevention pot, DHP awards are linked to wider housing advice and involve the tenants to commit to actions that will resolve any issues in their tenancy.

The Council is a member of [ATLAS](#) (Accreditation and Training for Landlords and Agents Service), giving local landlords access to an accreditation scheme that supports them with training, advice and other services covering all aspects of tenancy and property management. At April 2019 there were 54 local landlords accredited.

What we will do

We will continue to ring-fence Prevention from Homelessness Grant for homeless prevention work in the Housing Hub allowing Case Officers the flexibility to find individual and innovative interventions to support residents keep their home from a 'Prevention Pot'.

The Revenues and Benefits Service and Housing Solutions Team will continue joint work to ensure that Discretionary Housing Payments are used flexibly and effectively to prevent homelessness and sustain tenancies.

Early intervention is essential if there is a way of preventing a tenancy from ending, to this end we will undertake the following work:

1. Following a successful bid lead by Accent and supported by the Council and the Hope Hub we are national pilots for the [Crisis Renting Ready](#) programme, providing tenancy training for people who have not held a tenancy or who have not been successful in maintaining a tenancy previously. Following the pilot phase we will develop a local model to give these residents the best chance of securing and maintaining a tenancy.
2. Undertake a campaign to promote landlord accreditation, considering what incentives can be offered to landlords who are accredited. Accredited landlords have the knowledge and support to effectively and legally manage their properties, and proactive management is likely to lead to less tenancy issues and more sustainable tenancies.
3. Encourage landlords to talk to us before serving a Section 21 notice to see if we are able to resolve any tenancy issues.
4. Ensure that tenants served with a Section 21 notice, or who are worried that they cannot sustain their tenancy, know to seek advice at an early stage.
5. Investigate whether local landlords see benefit in holding a local landlord's forum, and, if so, what form this should take in order to support them to provide a sector that is a secure and suitable option for residents.

At a strategic level we will take every opportunity to lobby Central Government to ensure that the support for low income residents needing help with their rent is based on the reality of local rent levels.

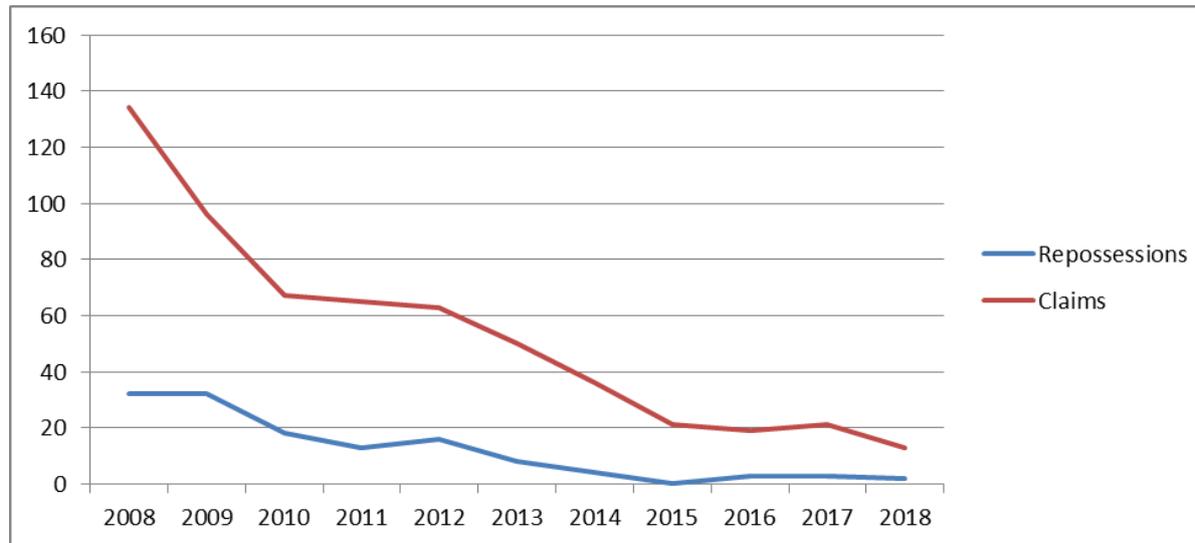
New Government reporting means that the reasons behind the serving of a Section 21 notice must now be collected. This will give us more detailed information and allow us to develop a local response to local issues and this data will be reviewed annually to inform the direction of this strategy.

2.3 Mortgage Arrears

What we know

Census figures show that 77% of homes are owned in Surrey Heath, compared to 68% regionally and 63% across England. 42% of homes are owned with a mortgage.

Court activity in respect of mortgage arrears is currently low however, as the figures in the table below show, external economic factors can impact on the numbers.



What we have done

Lenders are required to notify us of any resident who is subject to possession proceedings. We contact these residents and offer the Housing Solutions service.

Case Officers have generalist knowledge to help residents with debt issues and can refer to specialist help at Citizens Advice Bureau and Frontline, and specialist mortgage advice with the National Housing Advice Service (NHAS).

What we will do

In light of what we know it is evident that any change in interest rates or other external economic factors could impact on residents' ability to meet their mortgage commitments. This will be monitored annually as part of the review of this strategy to ensure we can respond appropriately to any change.

2.4 Other factors

Reasons for homelessness linked to specific groups, such as discharge from the Armed Forces and hospital discharge, will be looked at in the next section when we consider the help and support available to certain client groups who experience homelessness.

3 Finding Pathways for At Risk Groups

Introduction

Research has shown that certain groups of people are disadvantaged in their ability to access housing, are over represented in homeless populations and often struggle to maintain a home without support.

The Council has a duty to consider the needs of these people and plan to provide the services they need to prevent homelessness and ensure there is support in place for them to maintain accommodation.

3.1 Rough Sleepers

What we know

In formulating the previous Strategy, action on rough sleeping was not a priority, and it was noted that there was not a significant rough sleeping issue in the Borough.

Since the last review this situation has changed as demonstrated by the Council's Annual Rough Sleeper count. The Council is required to do an annual count or estimate of the number of rough sleepers out on a given night in November. While we do an estimate rather than a physical count the numbers we return are based on named individuals identified by the Council and partner agencies and independently verified by Homeless Link on behalf of Ministry of Housing, Community and Local Government.

The table below shows our reported numbers.

Year	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number	0	2	1	0	4	18	12	5	6

At its peak, anecdotal evidence indicates there were a number of single homeless people coming to the Borough from other areas to access a voluntary sector provision that was actively encouraging this inward migration.

While this may distort the scale of the local problem it cannot be used to explain away an increasing local issue.

Further evidence can be found by looking at the number of single people on the housing register who are no fixed abode which, as well as rough sleepers, captures those who are sofa surfing or in other precarious housing situations. As there are a number of strict criteria to join the housing register this still does not reflect every single person in this position in the Borough.

At 10th May 2019 there were 16 NFA applicants on the Housing Register, all with a Surrey Heath connection.

When the TAP Project was running (see below) the TAP Co-ordinator worked with 64 individuals over an 18th month period who were or had a history of rough sleeping. All had a Surrey Heath connection.

Since its inception in June 2018 to April 2019 the Hope Hub has worked with 109 single vulnerable people.

At the beginning of May 2019 the Housing Solutions Team's Homelessness Reduction Act case load is currently 83 cases, of which 47 are single people.

Housing associations provide single person accommodation but there is limited availability. Currently there are 260 single people and couples on the Housing Register (constituting 55% of all applications) while table below shows the availability of housing association one bedroom homes over the last 5 years.

Year	2014/15	2015/16	2016/17	2017/18	2018/19
Homes available	43	42	32	37	52

While it is difficult to identify specific trends amongst this population the Housing Solutions Team are aware of the following issues that both lead to homelessness and make finding a housing option difficult: LHA freeze meaning financial assistance with rent does not meet local rent levels (see table below); Universal Credit being unpopular with landlords especially for single people who have been in prison, have drug and alcohol issues or other vulnerability; lack of affordable shared housing; and, lack of supported housing options.

As at 1/2/19	Average rent per week	Local Housing Allowance per week (Camberley)	Difference
Single Room	£117.69	£79.92	£37.77
One bedroom property	£168.00	£141.24	£26.76

Problems with drugs or alcohol can be part of a person's spiral into homelessness. Of course not everyone who has problems with alcohol or drugs becomes homeless and not every homeless person has problems with drug or alcohol abuse. However, levels of drug and alcohol abuse are relatively high amongst the homeless population.

There are complex links between homelessness and reoffending, where each can be a cause and a result of the other. A Homeless Link survey found over 75% of homelessness services in England support clients who are prison leavers. In turn Home Officer research showed, ex-prisoners who are homeless upon release are more likely to re-offend than those who have stable accommodation.

What we have done

As this issue has presented the Housing Solutions Team has undertaken a number of initiatives:

In 2014 a successful bid was made for Government funding to run the Team Around the Person Project (TAPP). This took the principle used by the Family Support Team to bring together those professionals and services that were needed to support people out of homelessness to work holistically and in co-operation. This worked extremely well with chaotic individuals who often fell through services because of their inability to navigate the various systems that were meant to help them.

In March 2016 the we hosted Single Homeless Forum with local statutory, voluntary sector and faith group partners coming together with housing and service providers to understand the current position, both nationally and locally, identify local need and plan a way forward. That forum prioritised day services for single people as the priority in the short term while accommodation schemes were worked on. Accommodation, it was recognised, was difficult to deliver as the ongoing welfare reform agenda left revenue funding uncertain for supported and homeless persons accommodation.

The Forum led to the Council commissioning a piece of work to clarify local need, map local services and identify gaps, get the views of homeless individuals and identify local partners willing to play a part in developing local services. At the start of the work there was no preconceived idea of the outcomes: be it a Council run service like TAPP or an external service. The result was Camberley Churches Together forming a new charity to take on the work, the Hope Hub.

The Hope Hub has now moved into their new premises provided by the Council at the Poratacabin (Rear of Library). While they have a wider remit as a charity to supporting vulnerable people who are homeless or at risk of homelessness they are specifically funded by the Housing Solutions Team for their work with single homeless residents using Flexible Homelessness Grant from MHCLG.

In 2018 a successful bid was made to the LGA for Housing Advisor support. This was targeted consultancy from industry specialists and in Surrey Heath looked at and reported on the options for delivering accommodation for single people using developer contributions.

In February 2019 a bid was made to MHCLG for Rough Sleeper Initiative funding to provide the revenue funding to pump prime an accommodation project.

Case Officers in the Housing Solutions Team have training on issues relating to single homelessness and rough sleeping, including training on safeguarding, mental health and drug and alcohol issues and including both the skills to deal with clients and the legal framework in which support is delivered.

What we will do

The Council will work with the Hope Hub to deliver an offer to single homeless people that navigates them to the services they need and supports them to settled lives in the community. This will be done by contributing funding for the Hope Hub's core work and specific funding for Case Work and Outreach.

Take forward the recommendations in the LGA Housing Advisor's report to deliver shared housing for single people, considering how we can use our asset acquisition ambitions and management functions to deliver a social benefit

Agree a local outreach protocol all rough sleepers are known to us

Deliver annual Severe Weather Emergency Provision (SWEP)

With the Hope Hub collect data to continue understand the local cohort to develop the right housing and support responses to these residents.

Develop wider data collection with Surrey authorities and neighbouring council's to build a better understanding of the wider cohort and use this to develop appropriate services.

Feed data into Surrey Safeguarding Adults Board and Health and Well-being Boards to support wider service development including specific work on the rough sleeper and single homeless strand of the Joint Health and Wellbeing Strategy.

Provide the Hope Hub with a recyclable fund that can be used to access housing for their clients. The fund will allow the Hope Hub to work directly with clients and landlords, and as assistance will be repayable over a period of time there will be money coming back in to assist future clients.

Ensure that Renting Ready tenancy training is available for those moving out of rough sleeping and that it meets their needs.

Set up a co-ordination Panel of local agencies to ensure that intelligence is shared about rough sleepers and support to them is co-ordinated, including effective reconnection.

Look at ways of capturing service users' voices and involvement in the assessment and design of services.

Work proactively with the Ministry of Housing, Communities and Local Government to ensure that our approach benefits from national learning and best practise, including being active in the development of Homelessness Reduction Boards.

Support the specialist work coach in the Job Centre and ensure a joint approach, and be active in the DWP partnership meetings

Continue to ensure that Case Officer training is up to date.

3.2 Young People and Care Leavers

What we know

Research in 2017 by Centrepoin found that 1 in 4 care leavers had sofa surfed and 14% had slept rough.

16 and 17-year olds and care leavers under 21 have an automatic priority need under the legislation.

We have not accepted any 16 and 17-year olds or care leavers as homeless in the last 10 years, not paced any in bed and breakfast accommodation and the Council's joint work on this area of activity has passed the National Practitioner Service's Local Challenge for 16/17 year olds as part of the Gold Standard assessment.

What we have done

A rapid improvement event was arranged in 2012, by Surrey County Council to address the challenges raised by the [G v Southwark 2009 UKHL judgement](#). The judgement gave clarity on the responsibilities of Children's Services and housing authorities regarding homeless young people. The result of the event was the implementation of a new Youth Support Service for Surrey.

The Surrey 16-17-Year-Old Young Person and Care Leavers Protocols, implemented in 2010, were reviewed with working arrangements setting out a pathway for homeless young people and care leavers.

The Protocols set out pathways for these young people with Surrey County Council leading in providing emergency housing and support and supported housing options and the borough and district councils providing options for young people to move onto independence.

We worked with Accent to improve facilities at Connaught Court and change the use of

some rooms previously used for homelessness families to make them available for homeless young people and care leavers.

We are part of in the National Practitioner Participation Service's Gold Standard Programme and to date we have applied for the challenge in relation not placing any young person aged 16-17 in bed and breakfast accommodation, which we successfully demonstrated compliance with, earning us the Bronze Standard Award.

What we will do

A revised protocol is currently being consulted on to take into account of changes in the Homelessness Reduction Act 2017, as well as changes at Surrey County Council in terms of financial constraint and reorganisation. We will work with County and borough and district partners to ensure that the current successes in supporting young people and care leavers as a joint responsibility are maintained.

Work with Surrey County Council to ensure the MHCLG funded Personal Advisor for homeless care leavers is integrated into local housing and support pathways

Ensure that Renting Ready tenancy training is available for young people starting their move to independence and that it meets their needs.

3.3 Former Armed Forces Personnel

What we know

There are regular news stories about the prevalence of veterans in the homelessness population, especially amongst rough sleepers.

Unfortunately Government figures focus on those households accepted as having a 'priority need' meaning there are limited official figures available to fully assess the extent of the issue. Various charities offer different estimates although many concentrate on London. For example, The Royal British Legion suggests veterans among London's homeless population is around 6%, around 1,100 individuals.

Locally it is hard to assess numbers although it is fair to say in spite of the local military presence numbers are low:

1. In 2012/13 we accepted the full homeless duty for 3 families who were leaving armed forces accommodation, but none since that time;
2. In the last five years we have not accepted any single person as having a priority due to being vulnerable as a result of serving in the Armed Forces; and,
3. At 12/11/18 there were only four households on the Housing Register who were currently serving or had left the Forces in the last 5 years.

This low number may be due to the fact that unless a household establishes a reason to stay in the Borough, for example due to employment, then on discharge they are more likely to return to an area of previous residence or one with a family connection.

There are lots of charities of offering support and services to veterans which can assist us in helping those ex-Armed Forces personnel who approach us.

What we have done

We signed up to the Armed Forces Covenant in 2012.

Targeted housing advice is available for former and serving members of the Armed Forces on our [website](#).

We represented all Surrey Boroughs and Districts as the housing representative on the Surrey Community Integration Task Group and is this role devised Surrey-wide monitoring that will take effect from April 2019.

On individual cases we have used the available resources to assist including accessing SPACES supported accommodation for veterans and securing financial assistance from veterans' charities.

Updated the Allocation Policy and introduced new ICT reports to allow monitoring of approaches from former and serving members of the Services to inform service delivery and development.

What we will do

We continue to monitor housing need from the Armed Forces and former Armed Forces community both through direct approaches and our joint work to ensure that we have the right assistance in place, reporting annually in the review of this Strategy.

3.4 Residents affected by Welfare Reform

What we know

A National Audit Office report in September 2017 concluded that the Government's welfare reform agenda was partly responsible for the increase in homelessness.

The effect of welfare reform is not just felt by households not in work. Many working households rely on benefits and tax credits. For example on the Housing Register 38% of households are fully reliant on benefits/pensions, 18% receive no benefits and 44% have an income that is a mixture of salary and benefit support.

The impact we have seen locally has been:

- The freeze in local housing allowance pricing residents out of the private rented market as the help available fails to match market rents;
- Families affected by the benefit cap struggling to meet housing costs, even in housing association homes;
- Accent report that tenants on Universal Credit carry higher rent arrears levels than other tenants;
- Landlords being less willing to take homeless households into private rented tenancies, especially single people, as previously the Council could pay Housing Benefit direct to the landlord while Universal Credit goes to the tenants unless there are arrears;
- Residents refusing offers of housing association homes on affordable rents as they

cannot afford them

The double impact of welfare reform has been to make some peoples current home harder to afford while restricting the options available to people on benefits.

What we have done

We set up and chaired a local Welfare Reform Group, bringing together Council staff, housing providers and the voluntary sector to share information and co-ordinate support to residents affected.

Housing Solutions and Revenues and Benefits staff jointly assess applications for Discretionary Housing Payments. While supporting residents with a financial award the assistance given is linked to actions that they should take to resolve their financial difficulties (e.g. debt advice, downsizing, etc.).

The Renting Ready programme includes training for residents on managing their money, including changes to the benefits system and the way in which money is now received. Case Officers have a good relationship with Frontline and referrals are made as part of the assessment process and included in personal Housing Plans.

Case Officers have received training on changes to the welfare system.

Worked with Revenue and Benefits to ensure Discretionary Housing Payments are available for residents suffering hardship and that financial assistance runs alongside other help to move them out of benefit dependence.

With Surrey County Council we have commissioned floating support from Riverside Housing whose remit includes to help residents in need of help manage their household budgets.

Worked with Frontline to make referrals of housing customers with money issues.

What we will do

Continue to work with partners through the DWP Partners Group to support residents affected by welfare reform including monitoring impact, co-ordinating programmes of support and producing customer information.

Support campaigns by housing and support providers on income maximisation, pathways to employment and money management.

Refer all housing customers in need of Personal Budgeting to Frontline and Citizens Advice Surrey Heath.

Continue to target Discretionary Housing Payments to residents at risk of homelessness due to welfare reform.

Review the Allocation Policy to ensure that housing association tenants who need to move due to the social size criteria ('bedroom tax') have sufficient priority to secure a move to a suitably sized home.

Continue to ensure that Case Officers are trained in changes to best support residents.

3.5 Residents whose housing is impacted by their mental health

What we know

Housing and mental health are often linked. Poor mental health can make it harder to cope with housing problems, while being homeless or having housing problems can make mental health worse. Related factors can also impact on the mental health of residents leading to homelessness, such as debt, loss of employment or relationship breakdown.

In a study by Shelter in 2017 housing affordability was the most frequently referenced issue by those who saw housing pressures having a negative impact upon their mental health.

NHS figures show 1 in 4 people will have an issue with their mental health this year.

136 households on the Housing Register at the beginning of May 2019 indicated that there was a member with mental health issue (ranging from anxiety and depression to severe and enduring conditions).

Evidence from the Team Around the Person work with rough sleepers found that while many had mental health issues they had difficulty in accessing and staying engaged with services due to their chaotic life styles.

Home Group provide three shared houses in Camberley for people recovering from poor mental health and moving back to independence within eth community.

What we have done

With other Surrey Boroughs and Districts, CCGs and hospital trusts we have agreed a mental health [protocol](#) that seeks to support those people who are in the mental health system who are also experiencing a housing problem so they can access a co-ordinated response and not approach in crisis.

Work with Home Group to ensure access to their accommodation for residents needing supporting housing.

Hold regular multi-agency meetings with Home Group and the Community Mental Health Recovery Service to have a planned approach to individuals and services locally.

Bid for funding from the Ministry of Housing, Communities and Local Government to funding a mental health case worker at the Hope Hub, with additional funding requested from Surrey Heath CCG.

With Surrey County Council we have commissioned floating support from Riverside Housing whose remit includes to work with residents whose mental health affects their ability to secure or maintain accommodation.

What we will do

Training is planned to be provided by the Housing Solutions Team Manager to Acute Care Units (ACUs) on housing, homelessness and the Mental Health Protocol.

Refresh officer training on working with people with mental health issues, and on safeguarding.

Review the Allocation Policy to ensure that residents who are ready to move on from supported housing have a sufficient priority to move to a home in the community.

Finalise funding for a mental health case worker based at the Hope Hub.

3.6 Other factors

While these are the main presenting factors we know that there are other groups of people whose needs or circumstances lead to them being homeless or at risk of homelessness. These include people with physical disabilities and long-term health problems, people with learning disabilities, ex-offenders, and people with substance issue issues. We will continue to address the needs of individual clients through a personalised approach, while monitoring approaches to identify any issues or trends that need to be addressed in our work and included in the annual review of this strategy.

4 **Increasing the supply of accommodation**

What we know

Housing associations provide social housing in the borough however demand always outstrips supply.

The Thames Basin SPA and viability issues impact on the delivery of new affordable housing.

Private rented housing is increasingly unaffordable for people on low incomes and benefits.

There is a limited supply of shared housing for single people.

There are very limited supported housing options and only for people with mental health issues so no local accommodation for rough sleepers, other single homeless people, young people or other client groups.

There is a sufficient supply of sheltered housing for older people, although there is no extra care provision.

There is generally a sufficient supply of temporary accommodation, although availability can be adversely affected by a lack of move on to settled housing. Bed and breakfast use is the last resort when there is no local temporary accommodation, or the accommodation available is not suitable for the homeless household.

What we have done

The Core Strategy sets out the planning requirements for affordable housing provision.

Commissioned independent viability assessment to seek to ensure that affordable housing delivery is maximised.

Rent Choice provides financial assistance to help people secure private rented

accommodation and employing a Letting Negotiator within the Housing Solutions Team has improved our ability to support landlords and access homes for residents.

Worked with Home Group to secure supported housing for people with mental health issue.

In 2018 a successful bid was made to the LGA for Housing Advisor support. This was targeted consultancy from industry specialists and in Surrey Heath looked at and reported on the options for delivering accommodation for single people using developer contributions.

In February 2019 a bid was made to MHCLG for Rough Sleeper Initiative funding to provide the revenue funding to pump prime an accommodation project.

What we will do

Commission a Housing Needs Study to inform future planning policy on affordable housing delivery.

Develop a Housing Strategy setting out how new affordable housing will be delivered in the Borough.

Take forward the recommendations in the LGA Housing Advisor's report to deliver shared housing for single people, considering how we can use our asset acquisition ambitions and management functions to deliver a social benefit

Review the Allocation Policy to ensure that it works both for individual households in housing need and makes best use of the housing stock.

Work with Surrey County Council on the Surrey Accommodation with Care and Support strategy to deliver the right accommodation for older, vulnerable and disabled residents in the Borough.

Investigate social letting agency models to see if supply in the private rented sector can be increased by direct involvement with the sector

5 Resources

The Council's Housing Service sits within Regulatory.

It is split into two teams:

Housing Solutions providing homelessness prevention case work, statutory homelessness functions, housing advice, private rented sector housing access and the allocation of housing association homes.

Home Solutions providing private sector housing enforcement, licensing of Houses in Multiple Occupation and the Council's Home Improvement Agency, delivering Disabled Facilities Grants.

The Teams are supported by a small business hub providing administrative and financial support.

While the staff Team I funded by the Council much of the support provided to individuals and to fund project work is grant reliant. As well as funding provided by Government as part of national programmes successful bids have been made for other pots of money.

Funding awards to date have only been announced up to 2019/20 so the Housing Service has planned on using the resource over a longer period to protect services and projects.

In the early stages of this strategy funding will be used internally to update ICT, delivering on the Annual Plan priority of improving access to services through use of technology, and for providing individual interventions to prevent residents from becoming homeless.

Following a successful bid funding is also available from the Government's Rough Sleeper Initiative to deliver an accommodation project for single homeless residents, linked with use of developer contributions ring-fenced for affordable housing delivery.

Externally funding is committed to the Hope Hub in 2019/20 and 2020/21 both for their core work and specifically to fund a Case Worker.

Other projects will be identified as this strategy progresses and bids will be made for any additional funding that is made available.

6 Partnerships

The Council has a priority to maintain services by working collaboratively with partners in the public, private and voluntary sectors. Such collaboration is central to the delivery of homelessness prevention and housing support, both when working with individual households as well as in developing a strategic approach to shared agendas and designing shared services.

We work closely with other Surrey Boroughs and Districts across a range of issues, from supporting moves across Surrey for people at risk of violence to sharing training costs.

We have protocols with Surrey County Council in working with homeless 16 and 17 year olds and care leavers, a mental health protocol with health agencies and an offender's protocol with Probation.

In working with individual households Case Officers attend child protection and adult safeguarding meetings, and multi-agency meetings for a variety of client groups.

We are part of the MAPPA arrangements, managing the most serious offenders in the community, MARAC, protecting those at serious risk of harm through domestic violence, and CharMM, delivering a joined up response to community safety issues.

We work with housing and support providers in the voluntary sector: partnership working with Frontline and Citizen Advice Surrey Heath, commissioning floating support from Riverside Housing and providing funding to the Hope Hub.

We have nominations agreements with Registered Providers (housing associations) and Accent, our largest provider, is a partner in our Joint Allocation Policy which sets out the framework for the allocation of housing association homes.

All our partnerships are focused on meeting housing need, preventing homelessness and supporting residents to settle lives in the community.

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**SURREY HEATH BOROUGH COUNCIL
EQUALITY IMPACT ASSESSMENT (EIA)**

The Equality Impact Assessment is a tool to ensure that in the delivery and development of your service you meet the needs of our diverse community and at the same time demonstrate the Council is meeting its Equality duties. Compliance with the general equality duty is a legal obligation, but it also makes good business sense to get things right for our community.

The Equality Impact Assessment should be a live document and it will be useful for you to start to complete it at the beginning of any process so that you can design into your work the steps you need to take to meet both customer needs and the legislative requirements. This will allow you to think both about the aims of the work and what you want to achieve, and also where there are barriers or issues for protected groups.

The public sector equality duty consists of a general equality duty, which is set out in section 149 of the Equality Act 2010, and specific duties which are imposed by secondary legislation. The duty covers eight protected characteristics which are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The equality impact assessment should cover the eight equality protected characteristics. The duty also covers marriage and civil partnership, but not for all aspects of the duty.

The essential guide to the public sector equality duty is available on the intranet.

The [Equality Action Group](#) and its members are available to consult before or during the assessment as well as reviewing it at the end. This does not have to be at formal meetings so please make use of this resource as and when you need to.

Stage 1: Scope of the assessment

Service area: Regulatory	Assessing Officer: Clive Jinman
Date: 24 th May 2019	Activity/policy being assessed: Homelessness Strategy
What are the aims, purpose of the strategy/service etc?	
<i>The Homelessness Strategy is a statutory requirement. The Council must undertake a review of homelessness in the district, looking at the accommodation available to those at risk of homelessness and the support available to prevent and relieve homelessness and produce a strategy based on that review.</i>	

Detail who is / is going to be affected by the strategy, service etc (is it all Borough residents, or is it a particular group or groups of people).

Homelessness can effect anyone in the community, although it presents as a housing issue there are many underlying factors that can lead a resident to homelessness or the threat of homelessness. Examples include loss of employment, relationship breakdown, domestic abuse, mental health issues or drug and alcohol problems. The biggest reason for homelessness in the Borough is someone's tenancy coming to an end and them being unable to find an affordable alternative home due to high house prices in all sectors and the demand for housing.

Certain groups of people are often over represented in homeless populations including care leavers, ex-service personal, ex-prisoners, people with addiction problems and people with mental ill health.

Homelessness is often one symptom of poverty and residents in that situation may have multiple disadvantages and fall outside of universal services.

Procured services and grants

The general equality duty applies to other organisations who exercise public functions. This will include private bodies or voluntary organisations which are carrying out public functions on behalf of a public authority. The duty therefore applies to where the Council has contracted out a service or is considering contracting out or is decommissioning a service. It also applies to the allocation or withdrawal of grants.

Please state if the service is being provided by another organisation on the Council's behalf and what actions have been taken to ensure that the service complies with the equality duty e.g. provisions in the contract, monitoring of the service provided in terms of the protected groups (please refer to the Council's Procurement Toolkit).

While the Council does not contract any external organisation to delivery it's statutory homeless functions by necessity delivering services is done in partnership with a range of statutory and voluntary sector partners who either have legal duties and powers to assist or are constituted to deliver services and support to residents who are homeless or at risk of homelessness.

Knowing our customers

Understanding our community is an important part of developing and delivering our services.

To help understand how your work impacts on the protected equality groups please detail the information that you have about the interaction of these groups with your service.

From this information detail any evident gaps or issues that need to be investigated e.g. in who accesses the service, satisfaction or other outcomes.

The review of homelessness that has informed the Strategy looked at the data we have on those people who are homeless or at risk of homelessness and also the reasons people become homeless. In respect of the protected equality groups the following is noted:

Race: our data would indicate that there is no particular population over represented in local homelessness groups, and no evidence that any group is excluded from accessing our services. The Council has access to Language Line when needed but this is only used once or twice a year. There has been an increase in Nepalese households applying for housing association homes through the Housing Register but there has not been a corresponding increase in homelessness from this group.

Disability: on average the Council accepts 5 residents as having a priority for homelessness assistance because of mental health issues or physical disability. Less severe and enduring mental health issues are a common feature of those in the rough sleeping population where they do not meet the threshold to be provided with accommodation but do need support to help resolve their housing situation. A concern of the Housing Solutions Team is discharge of patients from mental health units with no prior warning. Those with physical disabilities often have very individual circumstances that it hard to target specific services at, however it is usually possible to support these residents through joined up multi-agency working that secures housing in a planned way. The Council has identified a private housing provider with wheelchair accessible accommodation that can be accessed in an emergency and has an SLA for its use.

Sex: Looking at households the Council accepts as homeless over the last 5 years because they have children 41% are couples, 13% are single dads and 54% are single mums. Of the single people accepted as homeless 61% are male and 39% female.

Sexual Orientation: The Council collects no data on sexual orientation. Services are available to everyone and there is no barrier to accessing services anecdotally evidenced in that same sex couples have accessed homelessness and housing register services and issues such as a young person being excluded by his family because of his sexual orientation have been dealt with within usual service delivery. The Government is undertaking specific work around homelessness and the LGBT in 2019 and any learning from that work will be reviewed locally.

Age: The Council collects data on the age of the main applicant and over the last 4 years of those households accepted as homeless the majority of main applicants have been in the 25-44 age bracket. Prior to this the main age group was 16-24. This change has coincided with the main reason for homelessness being loss of private rented accommodation rather than young parents being excluded from their parents' home.

The Council has protocols in place to work with Surrey County Council to prevent 16-17-year olds and care leavers becoming homeless.

A steady supply of independent living properties (sheltered housing) means that it is usually possible to find a housing option for older people who become homeless.

Religion or belief: The Council collects no data on religion and belief.

Gender reassignment: The Council collects no data on gender reassignment.

Pregnancy and maternity: Under the homelessness legislation someone who is pregnant or has a child falls into a priority need group and therefore there is a duty to provide them with accommodation if they are homeless. This historically has been the majority group of people accepted as homeless.

Marriage or civil partnerships: The Council does not collect data on marriage and civil partnership. The test for homelessness is whether someone is reasonably part of someone's household and if they are in a relationship they will be included irrespective of the legal standing of their relationship.

Engagement

The Homelessness Strategy will go to consultation with all local stakeholders.

Stage 2: Assessment and analysis

Public authorities under the equality duty, in the exercise of their functions, are required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Please give examples of how the policy/service etc has or will further the three equality aims in the general equality duty? Please consider the positive and negative equality impacts relating to the protected groups: race, disability, age, sex, sexual orientation, religion or belief, gender reassignment and pregnancy and maternity within the policy/service etc? Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status.

In answering the above questions, think about:

Positive Impacts

Do you think that the strategy, service etc could have a positive impact on any of the equality groups: improve relations between groups, promote equal opportunities, improve accessibility of services and prevent discrimination, harassment and victimisation etc?

Negative Impacts

Do you think that the activity could impact negatively on people from the equality groups, if the impact is negative how can it be mitigated? Please consider the below areas.

- Publicity (including communication issues, design, distribution)
- Accessibility, location, opening times
- Poverty and social inclusion issues
- Discrimination
- Are groups represented in the consultation and the decision making process?
- How does current policy currently meet needs around the equality groups are there any unmet needs?
- Is there any evidence that there is higher or lower take-up by particular groups?
- Have there been any demographic changes or trends locally?
- Is there any indication that particular policies create problems for specific groups?

Race (Race refers to a group of people defined by their colour, nationality (including citizenship), ethnic or national origins).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No particular impact.

Homelessness and homeless prevention services are available to everyone.

Ethnicity is monitored and as the Homelessness Strategy will be reviewed annually, any emerging trends will be identified and necessary work initiated.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Disability (A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their

ability to carry out normal day-to-day activities)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Positive impact.

People experiencing mental ill health have been identified as both needing support to access and maintain accommodation and being represented in the rough sleeping population.

The Strategy commits to a number of actions to address these issues including: commissioning floating support, commissioning day services for single homeless residents, working with other boroughs and districts and health services to prevent homelessness from hospital and supporting bids for a mental health worker to work with rough sleepers.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Sex (Sex refers to someone being a man or a woman)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Positive impact.

Lone single mums are over represented in homeless and will benefit from the commissioning of floating support and launching Renting Ready (a training scheme to support those at risk of homelessness or who have been homeless acquire the skills to find and maintain accommodation and access other services).

Commissioning day services will benefit the men who are over represented in the rough sleeping population.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Sexual orientation (This is whether a person's sexual attraction is towards their own sex, the opposites sex or both)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No particular impact.

Homelessness and homeless prevention services are available to everyone.

As the Homelessness Strategy will be reviewed annually any emerging trends will be identified and necessary work initiated. Government work planned in 2019 will also be considered to see what local learning there is for service delivery and development.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Age (This refers to a person having a particular age (e.g. 32 year olds) or being within an age range (e.g. 18-30 year olds))

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Positive impact.

Joint work with other Surrey B&Ds, Surrey County Council and housing and support providers will benefit young people and care leavers by providing accommodation and services that support them to independence in a planned way.

Joint work with Surrey County Council to deliver extra care schemes in the borough will offer more options for older people with care and support needs and ensure an appropriate housing offer.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Religion or belief (Religion means any religion, including a reference to a lack of religion. Belief includes religious and philosophical beliefs including lack of belief (for example, Atheism). Generally, a belief should affect your life choices or the way you live for it to be included).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact.

Please also describe any future work that you will be carrying out because of this assessment.

No particular impact.

Homelessness and homeless prevention services are available to everyone.

As the Homelessness Strategy will be reviewed annually any emerging trends will be identified and necessary work initiated.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Gender reassignment (This is the process of transitioning from one sex to another. See also trans, transgender, transsexual)

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No particular impact.

Homelessness and homeless prevention services are available to everyone.

As the Homelessness Strategy will be reviewed annually any emerging trends will be identified and necessary work initiated.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Pregnancy and maternity (Maternity is the period after giving birth. It is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, including as a result of breastfeeding).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

Positive impact.

Expectant mums will benefit from the commissioning of floating support and launching Renting Ready (a training scheme to support those at risk of homelessness or who have been homeless acquire the skills to find and maintain accommodation and access other services).

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a

personal housing plan and accessing wider services.

Marriage or Civil Partnership (Marriage is a union between a man and a woman: Civil partnership is legal recognition of a same-sex couple's relationship. Civil partners must be treated the same as married couples on a range of legal matters).

Give examples of how this activity or policy has a positive or negative impact on this characteristic, or why you consider it has no impact. Please also describe any future work that you will be carrying out because of this assessment.

No particular impact.

All groups will benefit from the focus on homeless prevention and finding individual solutions to a households housing situation, linked to a personal housing plan and accessing wider services.

Stage 4: Sign off

Completion by Assessing Officer:



Signature: _____ Date: 24/5/19

Received and reviewed by Service Head:

Actions arising:

Signature: _____ Date: _____

Received and reviewed by Equality Action Group:

Actions arising:

Date:

Date of EIA review (usually in 3 years time or earlier if necessary):

Equality impact assessments and an annual summary of the results will be published on the Council's web site and sent to stakeholders and partners.

Community Infrastructure Levy funding for improvements to Southcote Park

Summary

To agree the use of Community Infrastructure Levy (CIL) funds for capital works to provided improved play equipment at Southcote Park Recreation Ground.

Portfolio - Finance

Date Portfolio Holder signed off report: 17 June 2019

Wards Affected - Parkside

Recommendation

The Executive is advised to RESOLVE that the capital bid for £25,740 for the funding of works to improve the play equipment at Southcote Park be agreed.

1. Resource Implications

- 1.1 The capital works are to be funded from the local Community Infrastructure Levy (CIL) fund for Parkside Ward. The fund currently has £68,788 of uncommitted funds available.

2. Key Issues

- 2.1 It was identified that the provision of equipment in Southcote Park to accommodate children in the age ranges of 8 – 12 years was minimal. This fund would allow us to install improved facilities including an activity net, a rope swing and a surf rider as well as new safety surfacing to all of the above equipment. A new gate is also required to replace the damaged one.

3. Options

- 3.1 The options are to agree or not agree to the capital funding of the play area equipment.

4. Proposals

- 4.1 The proposal is to agree the funding of the play area equipment.

5. Supporting Information

- 5.1 Quotes for the works have been obtained.

6. Corporate Objectives And Key Priorities

People

6.1 This will benefit the local community and give the local residents and children a safe place to play and meet.

Place

6.2 The additional equipment installed will enhance the overall look and feel of the play area

Prosperity

6.3 Improving community cohesion and a natural link to the health and well-being of the children in the community

7. Policy Framework

7.1 N/A

8. Legal Issues

8.1 No matters arising

9. Governance Issues

9.1 All procurement relating to this project will be undertaken within the Councils agreed procurement procedures.

10. Sustainability

10.1 No matters arising

11. Risk Management

11.1 All play area equipment carries a level of risk but all equipment is inspected by our contractors monthly follows by an annual inspection by a RoSPA accredited assessor.

12. Equalities Impact

12.1 No matters arising

13. Human Rights

13.1 No matters arising

Annexes	None
Background Papers	None
Author/Contact Details	Jenny Rickard – Executive Head of Regulatory Jenny.rickard@surreyheath.gov.uk
Head of Service	Jenny Rickard – Executive Head of Regulatory

Consultations, Implications and Issues Addressed

Resources	Required	Consulted
Revenue	✓	10/06/2019
Capital	✓	10/06/2019
Human Resources		
Asset Management		
IT		
Other Issues	Required	Consulted
Corporate Objectives & Key Priorities	✓	
Policy Framework		
Legal		
Governance		
Sustainability		
Risk Management		
Equalities Impact Assessment		
Community Safety		
Human Rights		
Consultation		
P R & Marketing		
Greenspaces Team	✓	10/06/2019

Review Date:

Version:

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Requests for Carry Forward of Unspent Budget from 2018/19 to 2019/20

Summary

To seek authority to carry forward unspent budget from 2018/19 to 2019/20 in line with financial regulations.

Portfolio - Finance

Date Portfolio Holder signed off report: 5 July 2019

Wards Affected - All

Recommendation

The Executive is advised to RESOLVE that the budget carry forwards for 2019/20 totalling £1,717,303, as set out at Annexes A and B to this report, be agreed.

1. Resource Implications

- 1.1 Any amount carried forward is effectively a charge to the General Fund for the year in which it is spent. Therefore if all of the carry forwards were approved this would result in a £1,717,303 being charged against general fund reserves in 2019/20.

2. Key Issues

- 2.1 The financial regulations state that where the total budget carry forward requests exceed £25,000 they must be approved by Executive.

- 2.2 Carry forwards fall in two categories as follows:

- 1) Those which arise from budget underspends in the previous year, which are as a result of works being deferred into the current year.

These are shown in Annex A and total £763,993.

- 2) Those that arise from the receipt of Government Grants which due to accounting rules have recognised as income when received provided all the conditions for its original grant have been met. However some grants are received too late in the year to be spent and therefore requests are made to carry these forward so they can be spent in the following year. These grants are usually ringfenced and can only be used for the purpose for which they were given

These are shown in Annex B and total £953,310.

3. Options

3.1 The Executive can:

3.1.1 Accept any or all of the budget carry forwards as listed; or

3.1.2 Reject any or all of the budget carry forwards as listed; or

3.1.3 Amend any or all of the budget carry forwards as listed

4. Proposals

4.1 The Executive is asked to APPROVE the budget carry forwards for 2019/20 as listed in Annex A and B.

5. Supporting Information

5.1 Budget holders were asked to complete a form for each carry forward request in which they had to demonstrate that:

- 1) Capacity – They had adequate capacity in the service to use this budget without affecting in year service delivery and objectives
- 2) Capability – They were able to do the work actually in the year.
- 3) Committed – The Council was committed to do this work and also explain why it had not been done in the prior year.

6. Corporate Objectives And Key Priorities

6.1 Budgetary control supports the Objective of providing services better faster and cheaper

Annexes	Annex A and B – List of carry forwards and supporting information.
Background Papers	Carry Forward Requests
Author/Contact Details	Adrian Flynn Adrian.Flynn@surreyheath.gov.uk
Exec Head of Service	Kelvin Menon Ext 7257 Kelvin.Menon@surreyheath.gov.uk

Annex A – Carry Forward Requests for Budget underspends

			Expenditure Carry Forwards
Service	Officer	Value Requested	Reason Requested
London Road Block	Jenny Rickard	£312,667	Professional fees related to the London Road Block Project
Community	Tim Pashen	£55,000	Savings in Central Management costs from the Joint Waste Contract
Investment & Development	Karen Whelan	£38,000	Savings in consultant fees to support the development of schemes identified within the strategic plan.
Investment & Development	Karen Whelan	£48,000	Unspent consultants budget due to some development projects being delayed
Revenue Grants	Louise Livingstone	£99,000	Kevin Cantlon fund underspend
Leisure	Daniel Harrison	£58,100	Professional fees relating to new leisure centre project
Planning Appeals	Jenny Rickard	£34,500	To fund planning appeals/consultants for work on Swift lane
Planning	Jenny Rickard	£88,000	To fund local plan consultants
Housing	Jenny Rickard	£30,726	HIA underspent which will be used to support service delivery.
TOTAL		£763,993	

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Annex B – Carry Forward Requests for Unspent Grant Carry Forwards

			Unspent Grant Carry Forwards
Service	Officer	Value Requested	Reason Requested
Economic & Community Development	Louise Livingston	£185,000	Money received from Nottcutts to run an apprenticeship scheme.
Housing	Jenny Rickard	£131,528	Flexible homelessness grant used to support service delivery and development
Housing	Jenny Rickard	£47,304	Balance of Homelessness support grant to support service delivery and development.
Planning	Jenny Rickard	£318,000	Fairoaks planning fee income required to fund a temp planning officer and consultants/QC for work on the application.
	Jenny Rickard	£53,200	Balance of DCLG grant funding for employing a Urban design Consultant.
Land Drainage	Jenny Rickard	£36,278	Insufficient funds to commence the work that the income was awarded for
Air Quality	Tim Paston	£182,000	Balance of the air quality project funding as the project is due to run over a number of years.
TOTAL		£953,310	
GRAND TOTAL		£1,717,303	

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Funding for Direct Action to secure compliance with notices served under the Town and Country Planning Act 1990

Summary

This report seeks approval for a variation to revenue expenditure of £500,000 to allow works to be arranged to secure partial compliance with three extant planning enforcement notices (EN) where the recipient of the notices has failed to carry out the required works.

The estimated cost of £500,000 includes the cost of securing the site once the works are completed to help to prevent further unauthorised activity on the site.

Portfolio: Planning & People (Cllr Adrian Page)

Date Portfolio Holder signed off report: 28 June 2019

Wards Affected: All

Recommendation

The Executive is advised to RESOLVE that a supplementary estimate of £500,000 for specific site direct action on planning matters be agreed.

1. Resource Implications

- 1.1 The budget in 2019/20 for consultants for planning appeals is £14,900 and this would fund any advice needed for enforcement action. In addition, a carry forward from 2018/19 of £47,282 has been requested. Even combined, this budget provision is insufficient to fund the cost of a direct action and the use of this money for that action will remove all funding for any other planning enforcement work in 2019/20.
- 1.2 It is estimated that a budget provision of £500,000 to be paid from reserves will be needed to fund this work. The funding requirement is based on the following information.
- 1.3 In order to obtain a budget estimate for the proposed works of compliance, the Council has approached potential contractors with experience of this type of work, who have provided indicative costs. At this stage, it should be noted that these are only indicative costs, not final figures and that no due diligence has been undertaken.
- 1.4 It is proposed that a formal tender exercise will be carried out once approval for the funds to cover the anticipated costs has been secured.

- 1.5 In addition to the costs of completing these works there are additional resources and costs that are not covered by existing budgets. This includes costs such as the landfill tax disposal costs, officer overtime to support the approved contractor on site, any additional legal action required, the cost of secure fencing and a contingency sum.

2. Key Issues

- 2.1 At this stage three potential options have been identified in order to secure partial compliance with the Enforcement Notices. The associated risks of such actions are detailed in Annex A. The Options are as follows:

- Option A: Do nothing and tolerate the unauthorised encampment and activities
- Option B: Criminal prosecution and other legal proceedings
- Option C: Direct Action to remove the unauthorised dwellings and car sales from the site

- 2.2 It is recommended that the necessary funds are allocated to allow the Council to pursue a combination of Option B and C.

3. Options

- 3.1 The Executive has the option to agree the additional funding requested, to not agree the additional funding requested or to agree a different course of action and funding.

- 3.2 The Executive is advised to agree the recommendation and that a combination of Options B and C is pursued.

4. Proposals

- 4.1 The Executive is advised to agree the recommendation and that a combination of Options B and C is pursued.

5. Supporting Information

- 5.1 None.

6. Corporate Objectives And Key Priorities

- 6.1 The planned works supports the Council's objectives as set out in the Annual Plan. In particular for people and our aim to build and encourage communities where people can live happily and healthily. The proposed action aims to maintain and improve the Borough to make it an even better place to live, work and enjoy.

7. Policy Framework

- 7.1 The Council's Local Enforcement Plan is applicable to this action.

8. Legal Issues

- 8.1 The statutory power to take such direct action is set out in section 178 of the Town and Country Act 1990. The action follows on from the various enforcement notices that have been served and a high court injunction that was obtained. The authority to take action under these powers is delegated to the Executive Head of Regulatory and is not the subject of this report.

9. Governance

- 9.1 No matters arising

10. Risk Management

- 10.1 A considerable amount of work has been undertaken by officers to consider all the risks around taking such direct action, including working with the appointed enforcement agency and the Police. A risk register is being prepared specifically for this action and will be regularly reviewed and updated according to circumstances both before and during the action.
- 10.2 In addition a core officer team from the Corporate Enforcement, Environmental Health, Legal, Planning and Property Teams will be put in place to manage and oversee the action, co-ordinating with SCC and the Police as needed.

11. Equalities Impact

- 11.1 An Equality Impact Assessment will be completed for this action and this will have regard to the Public Sector Equality duty under S149 of the Equalities Act in respect of the discharging of this enforcement action.

12. Human Rights

- 12.1 In undertaking this action officers will have regard to the rights of the residents of the unauthorised site under Article 8 as set out in the Human Rights Act 1998.

13. Consultation

- 13.1 The Council will consult with other landowners and stakeholders as part of the preparations for this work..

14. PR and Marketing

- 14.1 A communications plan will be developed.

15. Officer Comments

15.1 No matters arising

Annexes	Annex A - Exempt background report on direct action
Background Papers	None
Author/Contact Details	Julia Greenfield, Corporate Enforcement Manager Julia.greenfield@surreyheath.gov.uk
Head of Service	Jenny Rickard –Executive Head of Regulatory Services

By virtue of
Regulation 21(1)(A) of the Local Authorities (Executive
Arrangements) (Access to Information) (England)
Regulations 2000.

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Exclusion of Press and Public

Recommendation

The Executive is advised to RESOLVE that, under Section 100A(4) of the Local Government Act 1972 (as amended) and Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting for the following items of business on the ground that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act, as set out below:

<u>Item</u>	<u>Paragraph(s)</u>
10 (part)	3
12	3
13	3
14	3

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

Agenda Item 13.

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

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