



Housing And Community Services Committee

10 SEPTEMBER 2008

APPENDICES

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FRANKLANDS DRIVE, ADDLESTONE LOCAL LETTINGS PLAN

Between Runnymede Borough Council, Elmbridge Housing Trust and Accent Peerless Housing Group

1. Purpose of the Local Lettings Plan

This Local Lettings Plan has been prepared to assist in the letting of 350 properties by Elmbridge Housing Trust and Accent Peerless Housing Group at Franklands Drive, Addlestone, Surrey through the Choice Based Lettings System.

2. Objectives of the Local Lettings Plan

The objectives of this Local Lettings Plan for the new development Franklands Drive, Addlestone are:

- a. to create a community which is sustainable.
- b. to ensure the new community blends in smoothly with the existing community
- c. to ensure that the needs of the local and wider community are reflected within the new development.
- d. to attain a mixture of child density and occupancy levels to encourage sustainability.
- e. to establish an allocation policy which is transparent and fair

3. Breakdown of property and tenure types

The new development at Franklands Drive, Addlestone consists of 350 properties. A breakdown of property types is listed below:

- x 4 bed 6 person houses
- x 3 bed 5 person houses
- x 2 bed 4 person houses.
- x 2 bed 3 person flats
- x 1 bed 2 person flats

The number of each type of unit is still being finalised

170 of the units will be for social rent, 140 for sale as shared ownership/Homebuy and the remaining 40 units will be intermediate rented units for occupation by local key workers.

4. Transfer Ratio

To provide a balance to the community and reflect all the communities' needs, a percentage of the development will be allocated to transfer applicants i.e. existing social housing tenants in Runnymede. The percentage will be based on the ratio of transfer applicants on the Housing Needs Register at the time of allocation.

5. Child Density and Occupancy Levels

If all of the properties were let to their maximum occupancy levels it would mean 530 children moving to the estate. Although the opportunity to house families should not be missed the implications of having very high child densities on the sustainability of the estate cannot be ignored. Maximum densities would place pressure on support structures (e.g. health and education) and would not mirror the situation that exists in older and more settled communities where there is usually a mix of occupation levels within properties.

Government guidance on the allocation of social housing¹ allows for adult to child ratios to be lowered in local lettings plans where necessary. The Housing Corporation's Regulatory Code also states that lettings policies should be 'flexible' and address the 'need to ensure sustainable communities'.

Therefore one of the aims of this Plan will be to ensure that the overall number of children on the estate is kept at a sustainable level. This will mean that for the initial lettings a few properties will be purposefully filled below maximum occupancy levels. This may require some applicants to be considered before others irrespective of the banding dates on the Housing Register, but they will be considered because of their family size and structure. Please note that wherever possible the core principals of applicant selection i.e. an applicant being in highest band for longest period of time, will be adhered to. To achieve sustainable child densities the following lettings policy will be adopted:

Social Rented units:

2 bedroom units – 1 child

3 bedroom units – 2 children of opposite sex or two children of same sex with a 10 year age gap

4 bedroom units – no restriction

The above policy will be used for the social rented, shared ownership/Homebuy and intermediate rented units.

In the event that insufficient households of the required family size are identified for shared ownership/Homebuy units it is also proposed to allow one room within the property to be unoccupied e.g. a family with one child could purchase a 3 bedroom unit.

6. Economic Activity

One of the primary aims of the policy is to ensure that a significant proportion of the tenants are in stable employment in the Runnymede area. Stable employment will include one or more of the following:

- a. having a permanent contract, a long term temporary contract;
- b. being self employed;
- c. or the applicants family relying on the employment of one or more family member for its primary source of income.
- d. In addition particular consideration will be given to the following:
- e. Tenants who work from home and who are currently experiencing difficulty in this, due to their current accommodation.

¹ Allocation of accommodation – ODPM November 2002

- f. Consideration will also be given to applicants who would be able to gain local employment, not possible from their present address, if they moved to Franklands Drive. [Documentary evidence would need to be provided]

Priority for intermediate and shared ownership/Homebuy units will be given to workers who fall within the following definition:

“Any person who directly provides services that are essential for the balanced and sustainable development of the local community and local economy, where recruitment or retention difficulties apply”.

Workers who have a Runnymede connection will be given first priority but if there are insufficient applicants from Runnymede then these units will be made available through the Choice Based Lettings scheme to people from Elmbridge and Spelthorne.

7. Other Criteria

The Social Rented units will be allocated by the Council using this lettings policy and the current banding system for the Housing Register. This lettings policy will establish the type of households to be identified for each unit and the banding system will identify the households with the highest priority for the units.

An applicant will not have to be in employment to obtain a unit at Franklands Drive, although if they are to be considered for the shared ownership/Homebuy units or the intermediate rented units they will need to demonstrate that they have the capacity to meet the proposed outgoings.

Other criteria will also be considered when allocating properties under this policy. The criteria will include the following:

- a. **Household Composition.** In order to create a sustainable and stable community, this policy is designed to give at least 6 years life to a tenancy through not allocating to capacity. In practice, this will result in a number of families, with 2 or more children being allocated properties that allow the children to have separate rooms where under the RSLs usual allocation procedures the children would have been expected to share a room and the family to transfer to a larger property at some point in the future.
- b. **Applicant's Rent Account.** In order to obtain a property at Franklands Drive an applicant must demonstrate that they have made satisfactory arrangements to clear any rent arrears that may exist for their current tenancy and they have kept to this arrangement for at least 6 months. Rent arrears caused by Housing Benefit paid in arrears will be accepted.
- c. **Serious Breach of the Tenancy Agreement.** Applicants will not be accepted for a property at Franklands Drive if their present landlord provides evidence of serious breaches to their tenancy that have taken place within the last 2 years. This will include acts of anti-social behavior. A pre-void inspection will also be carried out and approved

by the applicant's current housing associations in order for the application to Franklands Drive to be progressed.

8. Allocation Process

- a. An advert will be prepared for submission to the Choice Based Lettings scheme. The advert will illustrate the property types available for letting, together with a brief summary of the local lettings policy as detailed in this document. The standard information with regards to property attributes, rent etc. will also be included in the advert.
- b. Applicants will be permitted to bid for these properties through the normal CBL routes e.g.: telephone, email, web, writing. Consideration will be given to running the advert for 2 fortnights to ensure applicants have ample opportunity to bid.
- c. Upon closure of the bidding process applicants will be shortlisted by band and date order as normal. The final selection of the successful applicants will depend upon their band status, and their ability to match the overall aims of this letting plan.

9. Equality

Census data has shown that the ethnic population of Runnymede is 5%. However this included the student population within Englefield Green, if these households are excluded then the percentage reduces to 3%.

During 2007/08 10 applicants who were not of a white origin were housed of which 3 required 1 bedroom accommodation, 3 required 2 bedroom accommodation and 4 required 3 bedroom accommodation. The predominant need was therefore for smaller properties although there was a need for all property types.

It will be important to ensure that before any final lettings are made a full equality impact assessment of this policy is undertaken to guarantee that ethnic minority groups are not disadvantaged.

10. Future Lettings

This plan is for initial lettings only and all subsequent vacancies will be let via the CBL system using the current banding and allocation policy.

11. Limitations of Policy.

This plan has been produced prior to residents being identified for Franklands Drive. This has made consultation with residents impossible. It is the intention of EHT and APHG however, to pre-allocate properties whenever possible and then to consult residents on the management of Franklands Drive prior to the tenancy commencement date and in the future. If this leads to a need for changes to the plan then these will be agreed between the three parties i.e. the Council, EHT and APHG.

12. Policy Review.

Although this plan is for a limited duration it is proposed that the Council, EHT and APHG will meet annually to discuss allocations on this estate and to consider whether any further action is required to ensure the ongoing achievement of a mixed, balance and sustainable community.

Pitch distribution on original October 2007 advice to SEERA**Option A**

District	Total requirement for Gypsies and Travellers 2007-2016
Elmbridge BC	18
Runnymede BC	35
Spelthorne BC	13
Woking BC	21
Total	87

Option B

District	Total requirement for Gypsies and Travellers 2007-2016
Elmbridge BC	25
Runnymede BC	23
Spelthorne BC	18
Woking BC	21
Total	87

COMMUNITY SERVICES
BUDGET MONITORING STATEMENT
 Figures to the end of July 2008

PROJECTED BUDGET AND FORECAST

	2008/09 Estimate £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Approved budget:				
Services for the Elderly (note 1)	1,470	1,462	1,450	1,439
Community Alarm (Careline)	37	37	37	34
Community Transport	71	71	71	70
Concessionary Bus Fares	88	88	88	88
Total approved budgets	1,666	1,658	1,646	1,631
Approved and reported changes:				
Planned Underspends brought forward from 2007/07	2			
Transport subsidy to Manor Farm		-7	-9	-9
Other potential changes:				
Energy price increase above budget assumption	18	25	25	25
Loss of PCT grant for care services at Orchard Day Centre (see separate report on this agenda)	16	16	16	16
Latest budget projections	1,702	1,692	1,678	1,663

Note 1 - Services for the Elderly budget: The reductions in this service cost in 2009/10 and 2010/11 reflect the projected phasing out of subsidies for transport costs to Manor Farm Day Centre and the meals service at Aldwyn Place.

SAVINGS STILL TO BE DELIVERED

	2008/09 Estimate £'000	Future Years		
		2009/10 £'000	2010/11 £'000	2011/12 £'000
Increase charges by 3% more than inflation		-	-	15

CURRENT YEAR KEY BUDGET INDICATORS - April to July

	2008/09 Budget £	Budget to Date £	Actual to Date £	Variance to Date £
Income budgets				
Dial a ride income from membership and fares	32,500	10,833	11,023	190
Day centre transport - fares income	26,400	8,800	9,162	362
Day centre meals and meals on wheels income (note 2)	279,900	93,300	98,856	5,556
Community alarm income from unsubsidised clients	127,800	42,600	47,600	5,000

HOUSING SERVICES
BUDGET MONITORING STATEMENT
 Figures to the end of July 2008

PROJECTED BUDGET AND FORECAST

	2008/09	Future Years		
	Estimate £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
Approved budgets:				
Runnymede Renewal				
Private Sector Renewal Assistance	77	77	77	77
Care and Repair Service	30	30	30	30
Housing Enforcement	94	94	94	94
Homes First				
Housing Strategy & Enabling (note 1)	258	178	153	128
Housing Advice & Register	245	245	245	245
Homelessness	103	103	103	103
Gypsy Caravan Sites	-25	-25	-25	-25
House Purchase & Improvement Loans	1	1	1	1
Benefits Service				
Housing and Council Tax Benefits (note 2)	543	572	596	596
Total approved budgets	1,326	1,275	1,274	1,249

Note 1 - Housing Strategy & Enabling Budget: In 2008/09 this budget includes a provision of £80,000 for the combined housing needs, private sector housing and housing market assessment surveys. This budget is required in 2008/09 only. This service also includes the budget approved for a 3-year period for a "housing redevelopment resource". The remaining budget includes £50,000 in 2008/09 and 2009/10, and £25,000 in 2010/11.

Note 2 - Housing Benefits: The projections for 2009/10 and 2010/11 assume that grant from the DWP towards administration costs continues to reduce in real terms.

Approved and reported changes:

Planned Underspends brought forward from 2007/07	71			
Housing Support: Co-ordinator funding withdrawn	2	8	8	8

Other potential changes:

Review of Care & Repair service (working with Woking BC)		-2	-4	-6
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Latest budget projections	1,399	1,281	1,278	1,251
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SAVINGS STILL TO BE DELIVERED

	2008/09	Future Years		
	Estimate £'000	2009/10 £'000	2010/11 £'000	2011/12 £'000
Review of Care & Repair Service		2	4	6

CURRENT YEAR KEY BUDGET INDICATORS - April to July

	2008/09 Budget £	Budget to Date £	Actual to Date £	Variance to Date £
Homelessness - bed and breakfast accommodation	25,600	8,533	6,828	-1,705
Homelessness - rental deposits granted	30,000	10,000	18,482	8,482

**STATEMENT SHOWING PROGRESS IN ACHIEVING REVENUE REDUCTIONS
APPROVED IN 2005**

Service	Outturn		Further savings				Savings not achievable £000	Total savings achievable £000
	Planned Savings £000	2007/08 Outturn £000	2008/09 £000	2009/10 £000	2010/11 £000	2011/12 £000		
Private Sector Renewal Assistance-rebase budget	1	1					0	1
Care & Repair Service-rebase budget	2	2					0	2
Care and Repair Service - increased fee income	17	7					10	7
Housing Advice - HRA related work reallocated	20	20					0	20
Housing Advice & Register-rebase budget	1	0					1	0
Housing Enforcement - income from HMOs	5	7					0	7
Benefit - weekly benefit savings	50	50					0	50
Benefits Service-rebase budget	1	0					1	0
Housing Total	97	87	0	0	0	0	12	87
Community Services Administration	15	18					0	18
Day Centres-rebase budget	2	2					0	2
Day Centres - revised service at QE House	115	0	115	115	115	115	0	115
Day Centres - cease weekend opening	8	8					0	8
Community Meals Service	20	42	-5	-5	-5	-5	0	37
Community Meals - increase in income	10	0					10	0
Community Alarm - additional fees	11	11					0	11
Community Alarm (Careline) System-rebase budget	1	1					0	1
Community Services Total	182	82	110	110	110	110	10	192
Egham Sports Centre	50	0					50	0
Abbeylet Sports Centre	102	0					102	0
Leisure Development	35	56					0	56
Leisure & Sports Development-rebase budget	1	3					0	3
Play and Youth Activities - increase in charges	30	30					0	30
Allotments - increased charges	3	3					0	3
Chertsey Museum Service-rebase budget	3	3					0	3
Public Halls Service-rebase budget	2	1	1	1	1	1	0	2
Public Halls - general review of provision	40	21	19	19	19	19	0	40
Parks - contribution to replacement reserve	2	2					0	2
Parks - reduction in special works	20	20					0	20
Parks - increase in pitch income	7	0					7	0
Parks and Open Spaces-rebase budget	3	3					0	3
Cemeteries & Closed Churchyards	40	30	21	21	21	21	0	51
Leisure Total	338	172	41	41	41	41	159	213
Pollution Control - noise response service	15	10					5	10
Pollution Control-rebase budget	3	4					0	4
Occupational Health - additional income	2	0					2	0
Occupational Health, Safety & Welfare-rebase budget	5	2					3	2
Food Safety and Hygiene - subscriptions	6	2					4	2
Pest Control/Dog Warden - outsourcing service	41	15					26	15
Recycling - potential increase in grant	30	0					30	0
Abandoned Vehicles - rationalisation of administration	6	0					6	0
Anti-Graffiti - recharge for work on Council Housing	5	5					0	5
Safer Runnymede - contribution from Surrey Police	25	0					25	0
Safer Runnymede - staffing	25	19					6	19
Safer Runnymede - environmental initiatives	15	15					0	15
Safer Runnymede-rebase budget	21	27					0	27
Environmental Services Total	199	99	0	0	0	0	107	99
Taxi Licensing-rebase budget	1	1					0	1
Licensing Total	1	1	0	0	0	0	0	1
Policy and Implementation - planning delivery grant	55	149					0	149
- reduced provision	20	25					0	25
Development Control - further increase in fees	20	0					20	0
Development Control - Non Fee Related-rebase budget	32	32					0	32
Development Control - Fee related-rebase budget	4	4					0	4
Building Control - Non Fee Related-rebase budget	3	3					0	3
Building Control - salary saving	20	20					0	20
Planning Total	154	233	0	0	0	0	20	233

Service	Outturn		Further savings				Savings not achievable	Total savings achievable
	Planned Savings	2007/08 Outturn	2008/09	2009/10	2010/11	2011/12		
Environmental Maintenance - shrubs and flowerbeds	50	48					2	48
Borough Highways - provision deleted	5	5					0	5
Borough Highways - restructuring	105	93					12	93
Land Drainage - reduction in special works	75	75					0	75
Engineering Services-rebase budget	2	2					0	2
Highways Total	237	223	0	0	0	0	14	223
Car Parks - income from increased spaces	25	0					25	0
Car Parks - increased charges	50	160					0	160
Car Parks - contribution to reserve	10	10					0	10
Car Parking-rebase budget	5	4					1	4
On-Street Parking - contribution for cameras	9	0					9	0
Markets & Street Trading-rebase budget	1	3					0	3
Corporate Properties - uplift in rents	85	17					68	17
Renegotiation of telephone tariffs	2	2					0	2
Civic Offices - security provision	21	5	11	11	11	11	5	16
Depot - additional rent following rationalisation	10	0					10	0
Economic Development Total	218	201	11	11	11	11	118	212
Corporate Management - reduced printing	2	2					0	2
- reduced provisions	20	0					20	0
Democratic Repr. & Management - printing	3	0					3	0
- IT, training and travel	12	10					2	10
- Review Board provision	2	2					0	2
Grant Aid - cash limiting + community events	15	15					0	15
Public Relations - Magna Carta Trust contribution	3	3					0	3
Public Relations-rebase budget	4	0					4	0
Council Tax Collection - bank charges	20	18					2	18
Registration of Electors - telephone canvas	7	7					0	7
Registration of Electors-rebase budget	3	3					0	3
Land charges - additional income	10	0					10	0
Emergency Planning-rebase budget	1	1					0	1
Financing & Other Provisions-rebase budget	10	0					10	0
Enforcement Group provision removed	10	10					0	10
Position Statement initiatives	37	37					0	37
Employer's costs - renegotiated health insurance	3	3	9	9	41	49	0	52
Staff advertising - e-recruitment savings	15	0					15	0
Cash Office closure	50	25	25	25	25	25	0	50
Insurance renewal	17	17					0	17
IT staff restructuring	48	48					0	48
Computer Services-rebase budget	42	42					0	42
DMS/workflow related savings	15	0					15	0
Runnymede On-Line-rebase budget	2	2					0	2
Administration Department staffing	75	96					0	96
Personnel - staff changes	5	5	3	7	7	7	0	12
Personnel Services-rebase budget	1	1					0	1
Procurement savings	50	67					0	67
IT replacement reserve - extended computer life	20	20					0	20
Extended maintenance programme	100	100					0	100
Reduced provision for inflation	25	0					25	0
Increased investment income	570	440	200	150	100	100	30	540
Corporate Management Total	1,197	974	237	191	173	181	136	1155
Total	2,623	2072	399	353	335	343	576	2415