

South Cambridgeshire Housing Strategy for 2004 – 2007

Contents

Chapter	Page
1 Foreword	3
2 Introduction and Progress Report	4
Challenges and Priorities	4
Summary of Priorities.....	5
Consultation.....	5
Progress Report	7
3 Housing Strategy in the National and Corporate Context	9
National Context and the Sustainable Communities Plan	9
Regional and Sub-Regional Strategies	10
Local Strategy and Community Vision	11
Key Priorities	12
Links to other Strategies and Plans.....	13
4 Understanding the Local Housing Market	14
Sources of Information	14
Population, Health, Employment, Ethnic Origin.....	15
Need for more Housing and Affordability.....	17
Housing Mix.....	19
Homelessness	19
Key Priorities	20
5 Increasing The Supply of Affordable Housing	21
New Affordable Schemes Completed	22
Planning and Partnership Issues	24
Resource and Key Policy Issues.....	25
Low Cost Home Ownership and Key Workers	26
Accessible Housing and Sustainable Development	27
Modern Methods of Construction	27
Management Issues	28
Key Priorities	28
6 Decent Homes in all Tenures	29
Private Sector housing.....	29
Housing and Health	34
Affordable Warmth and Fuel Poverty	35
Environmental Sustainability	36
Council Housing.....	36
Key Priorities	37

7	Housing for Sustainable Communities	38
	Supporting People	39
	Meeting the Needs of Elderly People	39
	Meeting the Needs of Disabled People	40
	Meeting the Needs of Homeless People	41
	Key Objectives of the Homeless Strategy	41
	Progress on Housing Advice and Homelessness	42
	Meeting the Needs of Young People.....	42
	Meeting the Needs of People with Mental Health Problems	43
	Meeting the Needs of People with Learning Difficulties.....	43
	Meeting the Needs of Victims of Domestic Violence	43
	Meeting the Needs of Lone Teenage Parents.....	44
	Meeting the Need of Different Ethnic Groups.....	44
	Key Priorities	45
8	Resourcing the Strategy	46
	Housing Revenue Account.....	46
	Options for Managing the Council's Own Housing Stock	46
	General Fund (Housing)	46
	Capital Expenditure	47
	Sources of Funding.....	47
	Revenue Expenditure	48
	Providing Services Through other Agencies	48
	Summary of Council Expenditure in 2002/3	49
9	Implementing and Monitoring the strategy	50
	Strategic and Decision Making Processes	50
	Performance Management	50
	Organisational Learning	50
	Satisfaction Surveys	50
	Benchmarking.....	51
	List of Appendices	52
	Appendix 1 Associated documents and how to find them.....	53
	Appendix 2 Key contacts.....	55
	Appendix 3 Action Plan for the Housing Service	56
	Appendix 4 List of Schemes for Development 2004-2006.....	64
	Appendix 5 List of Partner Organisations	66
	Appendix 6 Glossary of Terms and Acronyms	67

Chapter 1 - Foreword **by the Housing Portfolio Holder, Cllr Mrs Liz Heazell**



*Councillor Liz Heazell
Housing Portfolio Holder*

Welcome to our new Housing Strategy for South Cambridgeshire. I hope this document will be a useful tool in helping our partners to work more closely with us, to meet the housing needs of our local communities.

Much has changed in the housing world in the last two years: new methods of finance, stronger regional agendas, a government focus on the needs of key workers. But what has not changed is the fact that our village communities are still desperately short of affordable housing, and we have the responsibility of working with communities, using our planning powers as well as housing resources, to address that need.

Over the next fifteen years, we will see the creation of new communities around the edge of Cambridge and at Northstowe. We are already working to plan these communities in a sustainable way, with affordable housing to rent and to buy integrated into the communities.

We have been working hard to deliver improvements to the homes of council tenants, and we hope to meet the Decent Homes standard in 2006, but the work will not end there, as many refurbishments and improvements which tenants want go beyond the Decent Homes definition. This year, we are talking with tenants about the best way to guarantee the future management and maintenance of their homes, in a "stock options appraisal".

The condition of private sector housing is also recognised as being important to the health and safety of individuals and to the environment, and the Strategy will look at how best we can help to address some of the issues and link in with health initiatives and Supporting People.

Other important work goes on in housing as we implement our homelessness strategy and in particular focus on preventing homelessness, working with people before they find themselves in desperate situations needing our help.

I would also like to take this opportunity to thank all our partners who contributed to the development of the Strategy through active participation and joint working practices, ensuring that the Strategy takes a comprehensive and joined up approach. The Strategy is a 'live' document and as such will require the continuous involvement/consultation with our stakeholders in its delivery and to ensure we achieve common goals agreed with our partners. For a full list of those that have participated in the development of the Strategy refer to Appendix 5.

Chapter 2 - Introduction

South Cambridgeshire District Council believes that access to affordable housing is important in promoting quality village life, and sustainability in communities. The Council is a landlord to 5774 tenants, 325 equity share owners and 31 short-term leaseholders. It also has powers and responsibilities to promote a balanced housing market through: planning powers to deliver new affordable housing; enforcement powers against owners of unfit or empty properties; legal responsibilities to respond to homeless people and seek to prevent homelessness; and the power to provide advice to landlords, tenants and others.

This Strategy explains how the Council will balance these different roles, what its priorities for housing are, and how it will deliver them in partnership with others. The housing market and housing needs will change over time, but it is important to establish directions and set strategies and targets for improving housing circumstances in the short to medium term.



Promoting quality village life and sustainable communities

Housing is key to the Council, and is identified as being a high priority within the four corporate objectives:

- High quality, accessible, value for money services
- Quality Village Life
- A sustainable future for South Cambridgeshire
- A better future through partnership

Challenges and Priorities

This Housing Strategy sets out the key housing issues, which we aim to address over the next three years. It is based on an analysis of our housing market and housing needs. Equally importantly, we have consulted with stakeholders: this consultation process has influenced the priorities we have established, and options for addressing these priorities. (see table below).

Chapter 4 of the Strategy provides an overview of the key challenges we face in responding to the booming economy of the Cambridge Sub-Region. It is important to note that **all** the challenges as identified will receive attention over the three year period; but it is equally important to identify which are seen as the **most** important. Along with our partners, we have identified new affordable housing as being the most important housing issue to address.

Meeting the challenges facing housing will require significant resources – and funding partnerships between the Council, other local authorities in the Sub-Region, the Regional Housing Board and the private sector. The Council is currently completing a Financial Strategy, which will address these issues.

A key task for 2004/05 is the completion of consultation with tenants on their preferred options for management of their homes. The outcome of this consultation will affect future strategic options, and resources available to support both new housing and Council homes. Whilst consultation is with tenants, this decision has the potential to have a major impact on the Council's ability to balance the housing market, and to deliver new affordable housing.

Summary of Priorities
Increasing the supply of affordable housing
<p>Key Tasks:</p> <ul style="list-style-type: none"> • Review capital resources available for new affordable housing • Undertake further research on the housing needs of disadvantaged groups in South Cambridgeshire and provide support to county/regional research initiatives • Continue to use planning policies to maximise sites and work with RSL's and other partners for the delivery of affordable housing in the district and on a regional/sub-regional basis. • Council housing to meet the Decent Homes target by 2006 and to select the preferred option for managing the Council's own stock in future • Pro-actively work on private sector initiatives to improve the health and housing of residents in South Cambridgeshire. • Complete a Best Value Review of sheltered housing and support the development of extra care in the District • Consider the needs and support for vulnerable households • Establish robust monitoring and consultation with all stakeholders involved with the Housing Strategy <p><i>Detailed at the end of each chapter is a list of the relevant key priorities.</i></p>

We are strongly committed to working in partnership to pursue the housing priorities set out in this section – partnerships in planning, in service delivery, and in funding. Chapter 9 explains how we will build on our strong track record in partnership to further enhance the Strategy. A full list of partners is included at Appendix 5.

We have used the results of public consultations carried out for the Community Strategy and for setting the Council budgets.

Consultation was also key to the development of the Housing Strategy; the first stage of drafting the document involved inviting stakeholders to an Event to present why we need a Strategy and to address our key priorities and aims. The Event was well attended with over fifty people, consisting tenants, members of the South Cambridgeshire Housing Partnership, RSLs, and stakeholder organisations including health and voluntary sector representatives. As part of the Event, members were invited to participate in one of the four workshops:

- Development of new Affordable and Keyworker Housing
- Stock Options Consultation
- Housing and Health
- Decent Homes

The following table summarises the main suggestions put forward at the workshops.

Suggestion	Our response
Adopt more flexible approach to tenures of new affordable housing	We are already doing this on large sites, e.g. Cambourne, Cambridge Northern Fringe (west) and will seek to be more flexible on smaller sites
Reduce thresholds on s106 sites	We will reduce thresholds as far as legislation allows in our Local Development Framework (LDF)
Promote cross subsidy between tenures	We will work with RSL partners to achieve this

Identify council owned land and sites	We accept a need for further investigation of possible sites, including redevelopment opportunities
Support decontamination of contaminated land	To look at the extent and feasibility in liaison with Planning and Environmental Health on possible options to assist with the cost of decontaminating land for affordable housing uses.
Promote higher densities	We are promoting higher densities where appropriate, e.g. on Cambridge Northern Fringe
Ensure tenant reps, staff and members are fully trained before stock options consultation	We will include this in our plans for the consultation
Consider Lifetime Homes or other ways to promote long term approach to designing for disability	We are working closely with Papworth on design issues for the Northern Fringe. We will discuss with the Housing Partnership whether lifetime Homes could be delivered on other affordable sites
Provide for families with disabled children	We will assess need and work with partners to address it
Improve home safety and reduce falls	We will continue to work with partners to develop the healthy homes project We will investigate role of handyperson for Home Improvement Agency
Give tenants more flexibility to carry out their own home improvements and adaptations (consider funding them)	We will consider this policy as part of our stock options review
Prioritise security measures	We will review our improvement programme
Complete disabled housing register	We had begun work on this project last year, and accept a need to commit time to its completion
New housing to be Lifetime Homes Standards	We will encourage use of Lifetime Homes where possible
Allocate Council resources towards new affordable housing	Council did consider this in 2003, but we will reconsider it as part of a full review of resources available

The Strategy will be updated annually following a further Consultation Event with stakeholders. Mechanisms will also be established for the continuous monitoring and consultation at both strategic and operational levels. As part of the Strategy an Action Plan has been agreed to focus attention on the delivery of our priorities and this will form the basis to continuously monitor the output of service delivery. The Action Plan will be updated regularly and reported quarterly to the Housing Portfolio Holder following internal and external contact to update the targets. Consultation and monitoring of the Action Plan will be implemented through the quarterly meetings of the South Cambridgeshire Housing Partnership to discuss progress toward the targets, partners' role in delivery, and meeting the housing targets of the Community Strategy. Tenants will also be consulted through the quarterly meetings of the Tenant Participation Group, and it is also anticipated that following the Stock Options Appraisal we will build on and utilise the structures put in place for more effective consultation with our tenants. The Strategy will also be linked into other

established multi-agency groups, such as the Homelessness Strategy Review Steering Group, to monitor and consult other key stakeholders.

Participation in the various Cambridgeshire sub-regional groups will ensure there is co-ordination and consistency and that our priorities are fed into the wider County/Regional context, i.e. the Cambridgeshire Sub-Region Housing Strategy, the County-wide Supporting People Group, the Sub-Regional Affordable Housing Steering Group and the Local Strategic Partnership.

The Council's Housing Strategy will be decided formally by the Full Council, after approval by the Portfolio Holder for Housing and the Cabinet. The Strategy will be published on the housing web site, www.scambs.gov.org.uk. A summary and explanation will be published in the South Cambs Magazine, distributed free to all households in the district. Further updates on the main issues arising from the quarterly reviews will be publicised in the Magazine and the website with information on how to feedback comments to the relevant officers.

This Strategy replaces the Housing Strategy 2003-6 published in 2002. It has been necessary to fully revise the Strategy because significant changes in resources have occurred, and new information on needs has allowed us to clarify our priorities. However, much progress has been made since the last Strategy was published, of which the Council and its partners are proud.

This is further emphasised by the fact that the overall housing capital expenditure for 2002/03 had less than a 3% underspend, totalling £400,000. The underspend was mainly due to slippage of the LASHG programme following unavoidable delays on negotiations with developers, landowners, etc, and as improvement grants are demand led, there was also a slight underspend on this budget. Throughout the year the housing capital programme is constantly monitored and reviewed to enable resources to be re-allocated according to our priorities, such as meeting our targets for Decent Homes. One example was to discontinue other grant support to RSLs.

The following progress report outlines the areas in which real progress has been made:

Progress Report

We have:

Strategy and Development

- Adopted Local Plan No 2 (February 2004), with new affordable housing policy
- Consulted on local plan issues and begun to prepare a new Local Development Framework
- Formed a Sub-Regional Implementation Partnership (limited liability partnership) with neighbouring authorities
- Carried out a variety of surveys to establish need and demand for housing in the district and in specific villages
- Enabled the development of 176 new affordable homes in 2002/03.
- Restructured our housing, development and private sector housing services
- Introduced a new policy for grants and loans to home owners
- Begun work on the new settlement at Cambridge Northern Fringe, including a shared post with Cambridge City Council
- Enabled one new supported living scheme and obtained funding for three in 2004/05
- Published an Empty Homes Strategy

- Developed a partnership with the Primary Care Trust to tackle fuel poverty, which has received national recognition from both the Health Development Agency and the EAGA Partnership.

The Condition of the Housing Stock

- Carried out surveys of the condition of both private sector and council stock to assess whether homes are fit and meet the Decent Homes Standard
- Continued to close sheltered bedsits, and made two sites ready for development as a result
- Commenced consultation on future options for the housing stock

Homelessness and support for the community

- Reviewed homelessness trends in the district and published a Homelessness Strategy
- Launched a Rent Guarantee Scheme
- Launched a Floating Support Scheme
- Set up a mediation scheme for young people who may be faced with homelessness in partnership with Cambridge Mediation
- Established a Local Hospital Discharge Protocol with Cambridge & Peterborough Mental Health Partnership NHS Trust and Cambridge City Council.

The Council is building on these and other success stories with initiatives listed in the action plan at Appendix 3.

Chapter 3: Housing Strategy in the National and Corporate Context

- ***Our Vision – What are we trying to achieve?***
We are trying to provide more affordable housing, and manage our own Council housing in a manner that supports quality village life, delivers high quality services, and promotes a sustainable future for South Cambridgeshire.



Thriving, Vibrant, Sustainable Communities

- ***Why is this important?***
Lack of appropriate housing is linked to poor health, environmental impacts, homelessness, crime and disorder, impacts on educational achievement, and the cost to the community when housing is too expensive for local people or for key people, such as nurses, to live and work here. The way in which we improve and provide housing can meet strategic objectives in other areas, meaning that overall public money is better utilised.
- ***What have we done so far?***
Affordable Housing, including key worker housing is included as a key priority in the Council's priorities for 2004/05, and in the priorities of the Local Strategic Partnership. We are working closely with partners to help to deliver a range of programmes to address the needs identified.

The National Context: The Sustainable Communities Plan

Launched in February 2003, the Sustainable Communities Plan seeks to deliver

“thriving, vibrant, sustainable communities, providing homes for our key workers, regenerating our towns and cities, providing parks for our families and children. Above all it is about people: helping them to live where they want with pride in their community”. (ODPM, 2003, www.odpm.gov.uk)

Significant elements in the plan for South Cambridgeshire are: -

- Accelerating the provision of housing in four “growth areas”, one of which is the London-Stansted-Cambridge corridor, including South Cambridgeshire.
- Allocating funds to provide more affordable housing over the next three years, including funds for housing “key workers” in the public sector.
- Tackling homelessness, including ending the use of bed and breakfast accommodation for homeless families by March 2004.
- An action programme to bring all social housing up to a “decent” standard by 2010, and improve conditions for vulnerable people in private sector housing.

The plan focuses on the problems of high and rapidly rising house prices in the region and their impact on the recruitment and retention of staff. It brings funding for new housing into a single pot administered by new Regional Housing Boards.

Regional Housing Boards allow funding for development to be planned across a whole region, rather than focusing on the priorities of each local authority separately. Local authorities are asked to contribute by setting local priorities and helping to form the Regional Housing Strategy

South Cambridgeshire includes among its objectives some of those of the Regional Housing Board, including addressing the needs of rural communities. Our focus on a sustainable future for South Cambridgeshire is also closely aligned to the Communities Plan.

Regional and Sub-Regional Strategies

<i>Regional Planning Guidance for the East of England (RPG6, November 2000)</i>	Proposes considerable growth in the Cambridge Sub-Region, focussed on Cambridge including a review of the Green Belt and development of a new settlement close to Cambridge
<i>Cambridgeshire County Structure Plan (Oct 2003)</i>	Identifies specific locations for major development, including urban extensions to Cambridge and a new town close to Oakington and Longstanton. Also that 40% or more of new housing in the Cambridge Sub-Region would be for affordable housing (inc housing for key workers)
<i>The Regional Housing Strategy for the East of England (2003)</i>	Sets out the need for addressing issues of affordable housing across the eastern region, highlighting:- <ul style="list-style-type: none"> • Provision of social rented housing • Social rented and/or low cost home ownership options for people who are inadequately housed • Low cost home ownership for people who cannot afford market rent or sale • Intermediate market rent and low cost home ownership for key workers • Affordable housing to meet needs of rural communities
<i>The Regional Housing Strategy for the East of England (2003)</i>	Gives priority to growth (40% of total funding), rather than regeneration (30% of funding) in the eastern region. 10% of funding allocated to meet rural housing need.
<i>Cambridge Sub-Regional Housing Strategy (2003)</i>	Focuses on the issue of growth and the need to increase the supply of affordable housing. Identifies key areas for joint research and delivery. To be revised Spring 2004.

Links to National Policy Objectives

Sustainable Communities Plan	As part of a growth area; SCDC has prioritised additional affordable housing. Low demand is not applicable
Housing for key workers	Agreed allocations protocol with the employers' consortium; seeking additional key worker housing
Decent Homes	Council housing in South Cambs will meet the Government target for Decent Homes in 2006. We have recently researched the rate of non-decency in the private sector
Eco-homes	We have an active energy efficiency promotion programme, including self-build solar clubs for householders

Improving health	Improving services to homeless people, accommodation for those with special needs, and decent homes all contribute to health. We are working to launch a Healthy Homes Referral Project with partners in 2004, following pilots in 2002 in accordance with the NHS National Service Frameworks.
Ending the use of Bed and Breakfast	The Council will meet the B&B target; and continue to work to prevent homelessness and avoid B&B in future
Equalities	Housing priorities for vulnerable groups target resources on those who are disadvantaged. We have priorities addressing the needs of those with mental illness, and identifying the needs of Travellers for 2004/05.

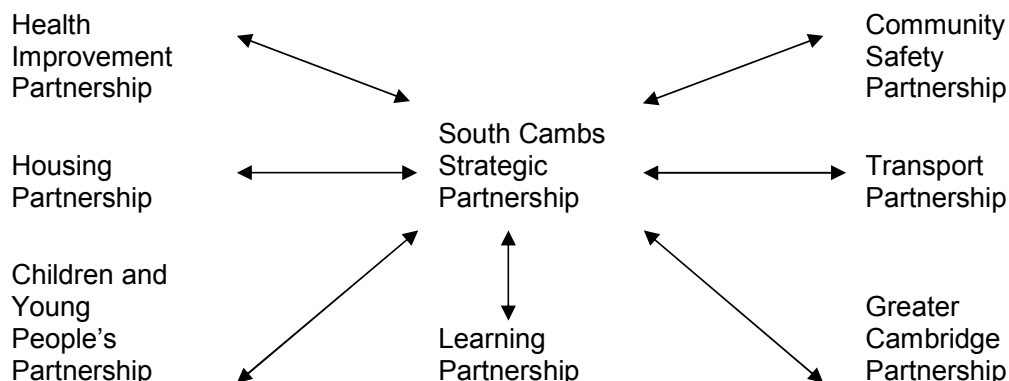
Local and Corporate Context: Local Strategy and Community Vision

The Cambridge Local Strategic Partnership (LSP) comprises representatives from District and County Councils, health authorities and others (see Appendix 5). A draft Community Strategy has been prepared, it is hoped to launch this in Spring 2004.

The themes of the Community Strategy are:

- Good access to services and information
- Safe, healthy, and active communities
- Quality homes for all
- A successful, inclusive economy
- A high quality environment
- The creation of new communities in large developments

The Community Strategy links together existing partnerships, including the South Cambridgeshire Housing Partnership, a partnership of stakeholders working to deliver affordable housing, and improve the quality of housing, in the district.



The Medium Term Financial Strategy

This Strategy is currently being drafted, but is intended to identify the need for a review of resources available to support new affordable housing, and the impact of possible stock options on the resources available for the councils stock; resources available for new housing; and implications for other support services.

Capital Strategy

The Authority is debt free and the intention is to remain so. Therefore it is unlikely that there will be any borrowing either supported or unsupported, following the introduction of the new capital finance system in 2004. The Capital Strategy identifies the need to **Provide, maintain and improve the housing stock of the district** using the following tools:

- a) Release of suitable land holdings identified in the Council's Housing Business Plan to facilitate new build for rent with our partners;
- b) Improvements to the Council's Housing stock, repurchase and resale of equity share dwellings and grants for private sector houses.

The Asset Management Plan does not discuss the management of housing assets as this is covered in the HRA Business Plan, which links to the Corporate Asset Plan.

Local Plan/Local Development Framework

South Cambridgeshire Local Plan No 2 was adopted on 9th February 2004. This gives clear policies and targets for affordable housing, including a policy for 30% affordable housing on larger sites in large villages, and 50% affordable housing on all sites (no threshold) in small villages. It allocates land at Cambridge Northern Fringe for a major development of 900 homes, 30% of which will be affordable.

The Council has started work on a Local Development Framework, which will take forward the new Structure Plan and make allocations for the major developments on the edge of Cambridge and the new town to be called Northstowe. It will address need for affordable housing, including key workers, having regard to the Housing Needs Survey, which recommends a target of 50%. It will cover the period to 2016.

Key Priorities for Housing Strategy in the National and Corporate Context We will:

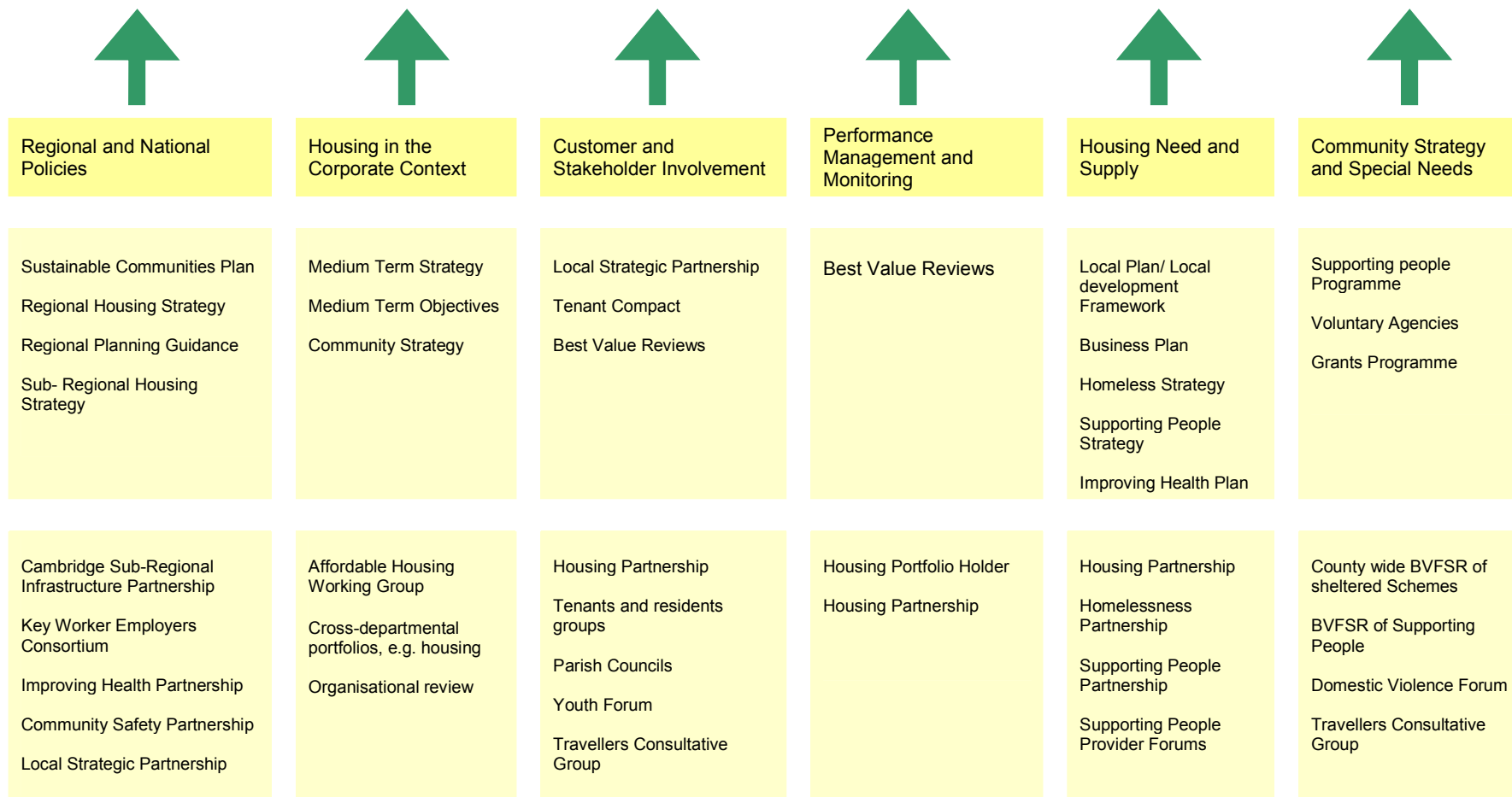
- **Use the Housing Partnership for regular stakeholder reviews of the Housing Strategy and to integrate this Strategy with the LSP**
- **Complete a stock options review and consider its implications**
- **Review capital resources available for new affordable housing**
- **Develop our strategic work with the Infrastructure Partnership**
- **Lead on the review of the Sub Regional Housing Strategy, to inform the Regional Housing Strategy**

Links to Other Strategies and Plans

South Cambridgeshire District Council's Corporate Strategy

Best Value Performance Reviews: Comprehensive Performance Assessments: Capital Strategy

Housing Strategy and HRA Business Plan



Chapter 4: Cambridgeshire's Local Housing Market

- **Our Vision –What are we trying to achieve?**
 - An up to date understanding of the local housing market
 - To identify trends in the housing market
 - To identify areas where the market is disproportionately disadvantaging particular groups, e.g. those on low incomes, larger families



Understanding the local housing need

- **Why is this important?**

Much market activity, such as house price inflation, is beyond the Council's control. However, we cannot intervene effectively in the housing market without an understanding of both what housing supply is available (what condition housing is in, what it costs) and what the demand for different types of housing is. With that understanding, the Council can adjust policies, and can set appropriate targets for new housing.

- **What have we done?**

We have commissioned five major pieces of research in the past year to update our understanding; we are also using the latest data from other sources. We have begun work with other Cambridgeshire districts to establish a countywide housing research team to provide local interpretation of housing market data and to carry out research.

Sources of Information

Government sources

The main information sources are official statistics, from the ONS (Office of National Statistics) and the Land Registry. 2001 census information is particularly important.

Stock condition surveys

2003	Survey of private sector housing stock condition completed June 2003. This informs private sector policies and programmes. Resurvey due 2008.
2003	Survey of the condition of the Council's own housing stock completed (100% exterior survey 15% interior survey). This informs the <i>HRA Business Plan</i> and will be continuously updated. A Stock Options Appraisal to be commissioned to assess the Council's ability to maintain stock over the 30-year business plan period.

Housing Needs Surveys

2002	Housing Needs of South Cambridgeshire; jointly commissioned with Cambridge City and East Cambridgeshire. Informs new housing targets
2003	Housing Needs of Cambridge Sub-Region – report completed in 2003
2003	The market for Key worker Housing in the Cambridge Sub-Region. Informs targets for key worker housing; and Sub Regional allocations protocol.
1999 to	Completed five year programme of village housing needs surveys giving detailed

2003	information for each village. A new five-year programme implemented from April 2003 that will collect more detailed data on the general make-up of a village and identify those in need of affordable housing.
------	--

Details and availability are given in Appendix 1.

We believe that we now have a current and up to date understanding of the local housing market. The key messages we have from our sources follow below.

Further research is needed to identify: -

A	Particular housing needs of Travellers. Cambridgeshire has one of the highest populations of Traveller families in the UK; Travellers, whilst not enumerated separately in the census are identified as the biggest single ethnic minority group in South Cambridgeshire. Research is needed on accommodation needs of Travellers.
B	Need for supported or specialist housing for vulnerable groups, especially those with mental illness – this is a county wide need linked to the Supporting People Strategy and will be addressed at both local and County level
C	The extent of long-term empty properties within South Cambridgeshire.
D	Ownership of vacant land.
E	The current and potential numbers of households who have problems with drug and substance misuse and what their housing and housing-related support needs may be. This is a countywide project: no particular needs have yet been identified for South Cambs. Research to be undertaken by the County Research Group Supported Housing Information Project (SHIP).

This research will be carried out over 2004/5.

Future Information

This Strategy contains proposals to revise and continually update the information available to the Council in a number of ways: -

- 1 By the establishment of a research function to serve the needs of the Infrastructure Partnership. This research will probably be located with the County Council's research team
- 2 By carrying out research projects within the Housing Strategy Services Section, for example further census based research on which will include the income and deprivation levels of villages with high housing needs
- 3 By making current information more widely available on the Council's intranet, available to staff and councillors at all times, with key reports published on the internet
- 4 By producing detailed bulletins on the housing market, the delivery of affordable housing and other housing related information on a quarterly basis

Such information is essential for influencing and guiding Regional and Sub Regional policies, and developing Council policy for affordable housing

Population

The 2001 census showed that the population of South Cambridgeshire at April 2001 was 130,108; this represents an increase of 6.72% from the 1991 census figures of 121,900. Populations in the neighbouring districts (East Cambs, Fenland and Huntingdon) have

increased similarly, with the exception of Cambridge City where the population increased by less than 3%. Much of the increase is due to people moving into the area, which puts pressure on housing, land and property prices and on the housing needs register.

The population of the Cambridge Sub-Region is expected to continue to increase significantly: predicted growth for the district of one-third between 1999 and 2016 represents a population increase of 43,000 for South Cambridgeshire in that period. Planned housing growth may also inadvertently stimulate further population growth.

What tenure do people in South Cambridgeshire live in?

Total number of Households in South Cambridgeshire - April 2001	52,180
Owner occupied	39,236
Council rented	5,905
Rented from Registered Social Landlords (RSLs)	1,645
Privately rented (approx)	4,249
Living rent free	1,145

Source: 2001 Census Profile of South Cambridgeshire - The Research Group, Cambridgeshire County Council

South Cambridgeshire's population trends are comparable with its neighbouring Districts, with the exception of Cambridge City. The majority of the population is aged between 25-44 (29.3%), followed by those aged 45-59 (21.6%) and mainly consist of households that are married/cohabiting couples with dependent children at 25.6% and those without children at 22.8%. The ethnicity of the population is mainly White British at 93.3%.

Health

In the 2001 census, 13.27% of the population (17,268 people) said they suffered a limiting long-term illness. 42% indicated that they were of working age (16-64 for men and 16-59 for women). It is assumed therefore that at least 50% consist of an older person, and incidence of illness increases with age. The census shows Council and Housing Association tenants are more likely to suffer long term limiting illness than others. Whilst this may be because social landlords allocate properties to those in need, including medical need, it does indicate a need to make available extra resources in the social rented sector for people with long-term illness. In the jointly commissioned District-Wide Housing Needs Survey undertaken in 2002 it identified 8.8% of all households in South Cambridgeshire that contain someone with a special need. Special needs households are disproportionately constituted of only one person and are more likely to contain older people with 'physically disabled' being the main category. Further detailed information relating to health can found in the South Cambridgeshire Health Profile.

Employment and Incomes

Cambridgeshire has low unemployment; 2.7% in 2001/2 compared to a UK average of 5.3%. Average earnings in South Cambridgeshire are the highest in the county at £25,900 whilst the median income is £17,400. It is important to use the median income rather than the average when identifying typical earnings in South Cambridgeshire as the relatively small numbers of very high earning residents can increase the average income masking those on the lower incomes. Although rural deprivation in South Cambridgeshire is low compared to neighbouring districts, the divergence between manual earnings and local property prices is higher than elsewhere in East Anglia. The most relatively deprived wards in South Cambridgeshire tend to be on the geographical borders where population responsibilities may be fragmented.

Ethnic Origin

From the Census 2001, just 3% of the total population are identified as having a non-white origin and there is no emphasis on one particular origin of ethnicity:

Mixed – white & black	=	0.29%	All Black or Black British	=	0.43%
Mixed – white & Asian	=	0.32%	Chinese	=	0.42%
Mixed – other	=	0.26%	Other ethnic group	=	0.34%
All Asian or Asian British	=	0.87%			

Travellers are not enumerated as an ethnic group in the national population census or other official statistics. However, Cambridgeshire has one of the highest populations of Travelling families in the UK. It is estimated that for every 10 Travellers living in trailers there are a further 5 Travellers who are housed; on this basis the Traveller population of the district is around 740, but could be much higher.

In South Cambridgeshire the majority of Travellers live in privately owned sites that are situated in Willingham, Rampton, Cottenham, Milton and Chesterton (Fen Road). There are two small local authority sites situated at Whaddon (New Farm) and Milton (Blackwell).

Work has been undertaken by East Cambridgeshire District Council on behalf of the Cambridgeshire Supporting People Partnership on the housing and housing-related support needs of Travellers. This assessment of needs included meeting with the Travellers Liaison Officer, the Ormiston Trust, a focus group, and discussions with the County Travellers Co-ordinator. The Council is working with partners across Cambridgeshire towards a full assessment of Travellers accommodation and other service requirements in 2004/05.

There is also a project underway in partnership with the PCT to look at the health needs of Travellers.

Need for more housing

The buoyant economy of the Cambridge Sub-Region drives economic growth in the East of England. The Sub-Region comprises Cambridge City, South Cambridgeshire and the ring of eight market towns. Planning guidance indicates that 47,000 new dwellings will be needed in the Sub-Region by 2016. The Regional Planning Guidance provides an order of preference for the location of new housing within the Sub-Region as follows:

- i) Within the built-up area of Cambridge, subject to available capacity and environmental considerations;
- ii) On the periphery of the City subject to a review of the Green Belt;
- iii) In a new settlement close to Cambridge;
- iv) Within the built up areas of market towns, larger villages and previously established new settlements, where good public transport access to Cambridge exists or can be provided, provided that growth in car commuting can be minimised; and
- v) By extensions to market towns, larger villages and previously established new settlements where good public transport access to Cambridge exists or can be provided, provided that growth in car commuting can be minimised.

It has been identified in the Cambridgeshire and Peterborough Structure Plan 2003 that a total of 20,000 homes will be built within South Cambridgeshire. This figure includes homes completed since 1999, existing planning permissions and outstanding allocations in Local Plans. This figure is made up of:

- 4,400 properties on the urban periphery of Cambridge, 2,000 of which will be through Green Belt release;

- 6,000 at the new town at Northstowe (although the final size of Northstowe will be determined in the new Local Development Framework);
- 9,600 remaining properties to be built within the villages (much of this is already committed or allocated in the Local Plan 2).

Affordability

People moving into the area to take up jobs, or to commute using fast rail links, have pushed up house prices. As more people cannot afford housing at the full market price, the demand for affordable housing including social rented housing has increased. The 2002 Housing Needs Survey estimates that an extra 871 affordable homes need to be provided every year for the next five years. The majority of these homes need to be provided as rented homes.

An average house price in South Cambridgeshire for a two bedrooed terraced property is approximately £150,000 and £177,000 for a semi-detached house, which would require a household income of £40,000 per annum to afford entry level prices. Therefore a joint income for a couple receiving a median income each of £17,400 would still be insufficient to buy on the open market. From the 2002 Housing Needs Survey it was estimated that only 33.5% of the population's households had an annual gross household income of over £40,000, meaning that 65% of the population will not be able to access market housing without considerable savings or subsidy. Research into key worker housing needs demonstrated that in both South Cambridgeshire and Cambridge City couples could not purchase a property, if they earned the salaries paid to key workers (based on a couple comprising one social worker, one teacher, both early in careers).

Private Sector rents are also high and rising even faster than house prices. The average rent for privately rented accommodation in South Cambridgeshire for a two bedroom property is approximately £600 per month. With the exception of Cambridge City, South Cambridgeshire is the most expensive area to privately rent within the Cambridge Sub-Region. From the 2001 Census only 6% of the total households in South Cambridgeshire live in privately rented accommodation; that is slightly below the national average of 9%. Rent levels should not exceed 30% of household income and on this basis, a household containing a married couple and young children with a net household income of £350 per week (approx £21,000 gross per annum) would not be able to afford even a minimum rental of £540 per month for a two bedroom property. *[Fordham Research Housing Needs Study 2002]*

476 households are estimated to be living in unsuitable housing in the District, and needing to move to social or affordable housing. In addition to this, around 529 households who would not be eligible for social housing are unable to access housing through the market; they fall into the "intermediate housing gap". This group is growing across the region and is likely to continue to do so until house prices fall.

Where households earn just enough to contemplate buying a property in the district, they experience difficulty in finding lower priced properties. These "market entry level" properties are often bought up for cash by developers, or are in need of significant repair. Those seeking to purchase on the Government's Starter Homes Initiative, who have struggled to find properties, have demonstrated this problem. The Low Cost Home Ownership Scheme ran by the developers at Cambourne also proved unviable in its third year of operation due to the rising house prices, as those targeted to purchase properties at a 25% discount were still unable to afford the remaining 75% purchase price. Estate Agents in the area have also indicated particular shortages of homes for first time buyers. South Cambridgeshire has a particularly high proportion of detached houses (48%) which is well above the national average, and a below average proportion for both purpose built and converted flats.

Housing Mix

The Housing Needs Study 2002 shows that the greatest need for both affordable and private housing is for one and two bedroom properties. As at 5th January 2004 the Active Housing Waiting List for South Cambridgeshire showed that there are 2,205 applicants registered for housing. The majority of applicants (34%) require a two-bedroom house, followed by 31% for a one-bedroom house and 14% requiring three bedrooms. 35 households (2%) require more than 3 bedrooms. A further 19% of applicants are registered for either bungalow accommodation or sheltered housing and there are 21 applicants who are registered as a disabled household.

The types of properties being allocated over the last three years have been relatively consistent, with the majority of properties being sheltered housing (32% for year ending March 2003). A further 26% of properties allocated were bungalows that are generally allocated only to those above the age of 60 or aged between 40-60. Only 27% of the Council's stock becoming available for letting was for houses and 15% for flats. In comparison to the housing register there is a particular gap for those requiring houses/flats and the numbers becoming available for re-letting.

Homelessness

The main reasons for homelessness are identified as

- Parental Eviction
- Loss of Rented Accommodation
- Relationship Breakdown (violent)

Single parents (with children) make up the greatest number of homeless applicants followed by families with children and those with a mental/learning disability.

Overall the average time taken to rehouse homeless households from temporary accommodation is 9-12 months although this varied according to the number and location of their areas of preference.

The number of applications and acceptances has remained relatively consistent within the last three years, and it is anticipated that approximately 170-190 applications per annum will continue to be received.

It is expected that the majority of households accepted as homeless will continue to be those with dependent children (approximately 78%). The number of lone parents under the age of 25 becoming homeless has been steadily increasing and it is estimated that between 16-20% will approach the Council over the next few years. There has also been a slight increase of 4% in the number of single young people presenting themselves as homeless, this may be because of the new priority needs order for 16/17 year olds under the Homelessness Act 2002. Assuming this to be the case, it is anticipated that the number of homelessness acceptances for young single people will continue to rise for the foreseeable future.

Between 2% and 3% of homelessness acceptances over the last three years were those of non white ethnic origin; these figures are comparable to the population figures and identify that those from other ethnic origins are no more likely to face homelessness in South Cambridgeshire than those of a white origin.

Summary of key messages about the housing market

- The Cambridge Sub-Region needs 4,460 new dwellings per annum, of which up to 1,400 per annum need to be affordable to people on less than median incomes.
- South Cambridgeshire needs at least 871 affordable units each year for the next five years
- More new housing needs to be for single people or childless couples.
- Studies support increasing the Structure Plan requirement for at least 40% of new housing to be affordable; the Housing Needs Survey 2002 recommends 50% affordable housing.
- Homelessness in South Cambridgeshire continues to be a problem.
- The age profile of the private sector stock in the District suggests that the stock is notably more modern than the national average, with the majority of the dwellings having been built Post 1964. A stock profile such as this would tend to suggest that above average stock conditions exist, as poor condition is strongly associated with age of dwelling.

Key Priorities for Understanding the Local Housing Market

We will:

- Support the establishment of a research function for the Infrastructure Partnership
- Research the housing needs of groups who may be disadvantaged in housing in South Cambridgeshire
- Complete the analysis of the more detailed information from the 2001 census as it becomes available
- Conduct, with partners, research into the accommodation needs of Travellers
- Carry out research/analysis to support the development of affordable housing policies in the Local Development Framework

Chapter 5: Increasing the Supply of Affordable Housing

- **What are we trying to achieve?**

- An increase in the supply of housing which is affordable to local people
- Develop sustainable new communities in major developments
- An overall increase in the supply of housing in South Cambridgeshire
- An increase in the supply of smaller houses, and better mix of dwelling types
- Make best use of planning policies which require developers to provide affordable housing when they build market housing
- Develop a close partnership with Cambridge City Council for planning and delivering new housing around the edge of Cambridge, including shared nominations to affordable housing on all strategic sites
- Increase the housing choices available to people with disabilities, including an increased supply of wheelchair accessible housing



Providing Affordable Housing is a key objective

- **Why is this important?**

Providing affordable housing is a key corporate objective, and an objective of the Local Strategic Partnership, expressed in the Community Strategy. The previous chapter of this strategy outlined the need for more affordable housing, to support the local economy, and contribute to a sustainable community. Enabling people to live closer to where they work also reduces commuting, reducing congestion and pollution and improving quality of life.

The Council has agreed to play a significant role in meeting the needs of the Cambridge Sub-Region, to support the economic prosperity of the area. Much of the new housing for the Sub-Region will be in South Cambridgeshire, both in a new town and also on the urban periphery of Cambridge. Quality and sustainability of the communities created is especially important, and the Council is giving very high priority to planning the new communities.

- **What have we done so far?**

- Enabled 186 affordable units so far in the village of Cambourne
- Enabled 176 new affordable homes during 2002/03
- Enabled housing through section 106 agreements
- Identified rural exceptions sites, including a site in Sawston where work has begun on 36 units, due to be completed by March 2005
- Supported key worker housing, including 41 key workers assisted through the Starter Homes Initiative in 2003/04 and an innovative use of a Victorian school house, attached to a thriving village school, which an RSL has converted into two key worker flats
- Promoted use of Off-site Manufacturing (OSM) units at Cambourne, and used experience of OSM as a criterion for RSL selection for the Cambridge Northern Fringe (West)

- Participated in the *Cambridge Sub-Regional Affordable Housing Group*, which commissioned consultants to work with landowners, developers, Housing Associations and others, to identify blockages to delivering affordable housing.
- Created a joint enabling post with Cambridge City Council to focus on new communities

New Affordable Schemes Completed in 2002/3 and 2003/04

Scheme inc name of RSL	Funding	Tenure	No of Units	Land Source
Paynes Meadow, Linton (100 Houses)	No grant	Rented	19	Exception site
Caldecote (Granta)	LASHG	Rented	16	PPG3
Caldecote (Nene)	LASHG	Shared Ownership	6	PPG3
Wilford Furlong, Willingham (Papworth Trust)	LASHG	Rented	1	Council land
Clear Crescent, Melbourn (Papworth Trust)	LASHG	Rented	1	Council land
Bircham House, Sawston (Hereward)	LASHG	Rented	30 extra care	Private land purchase
Tabrum Close, Grantchester	LASHG	Rented	1	Council land
The Stackyard, Ickleton (CHS)	LASHG	Rented	8	Exception site
The School House, Gamlingay (CHS)	LASHG	Key worker rent	2	Private purchase
Longstanton (Kelsey)	LASHG	Shared Ownership	6	Private purchase
Capper Road, Waterbeach (Kelsey)	LASHG	Shared Ownership	6	Private purchase
Balsham Road, Linton (Granta) <i>(due for completion shortly)</i>	LASHG	Rented	24	Council land
The Close, Dry Drayton (Granta)	LASHG	Rented	2	PPG3
Burnt Close, Grantchester (Hereward)	LASHG	Rented	3	Council land
	LASHG	Rented	3	

Enabling Role of the Council

South Cambridgeshire District Council works with partner organisations to enable the development of affordable housing of all types; social rented, shared ownership, intermediate and Key Worker housing. This role has been of key importance in the development of the

successful schemes shown above, especially at Cambourne. The Council uses its planning policies, research and information and expertise in enabling and development, to find and make available land for development, to demonstrate demand and need for particular types of property at both local and Sub-Regional levels and to encourage the development of housing to meet those needs. This type of enabling work in partnership is continuing, with the development of a joint allocations policy for the planned intermediate and Key Worker housing.

The Council works closely with Parish Councils, local residents and landowners to identify and bring forward sites for affordable housing development in smaller rural villages, particularly where private developer-led housing is not forthcoming. These schemes are usually small-scale developments at the edge of the existing village framework and due to their sensitivity these sites require considerable local consultation and input and are only developed where there is a proven need for affordable housing. Their use for affordable housing purposes in perpetuity is secured through a section 106 agreement tied to the planning consent

The rural housing enabler, who is employed by Cambridgeshire Acre, supports the work of the Council's development team in the provision of affordable rural housing. The Council, together with a number of neighbouring Councils, contributes to the cost of the post, which is tasked with working with rural communities and Parish Councils in identifying opportunities for affordable housing development in rural areas.

Previous Housing Corporation allocations to South Cambridgeshire have been relatively low, as in previous years the Council was able to fund the majority of the affordable housing delivered through Local Authority Social Housing Grant (LASHG). This was made possible in part because as a debt free authority in a high value area, South Cambridgeshire could use all of the capital receipts it received, and be repaid the grant at a later date.

Following the ending of LASHG in March 2003, South Cambridgeshire applied for transitional LASHG for schemes which were due to be developed in 2003/04. Bids totalling £4.7M were submitted, but only £2.9M of bids was successful, for schemes at Cambourne and Sawston. This matches the experience of the majority of Councils throughout the country; however, it does leave a number of schemes unfunded, and has delayed the delivery of affordable housing in South Cambridgeshire.

There are now a considerable number of affordable housing schemes, which are in a position to come forward, or which have already begun development, using the resources of the Housing Associations, where grant has not yet been made available. South Cambridgeshire DC believed that the majority of these schemes should receive funding under the Approved Development Programme (ADP), as they deliver the Government's priorities of growth in a growth area, key worker housing, and rural housing in our villages. A bid for £58m to provide 1106 units was therefore submitted to the Housing Corporation for funding in 2004/06 and although competition for resources within the eastern region was extremely strong, with the majority of resources for 2004/05 required to fund projects which the Housing Corporation had already committed to, the Council was hopeful that funding would be successful.

This was further backed up by the Regional Housing Strategy for the East of England which made specific reference to the importance of ensuring development on key strategic sites, including the important site at Cambridge Northern Fringe (West), where 270 affordable homes will be developed over the next two to three years, and shared with Cambridge City Council. The Regional Housing Board for the East of England is working closely with Sub-Regional organisations, to enable housing development in the region. The Cambridge Sub-Region is one of the leading growth points within the London/Stansted/Cambridge corridor.

However, following the announcement by the Housing Corporation in March 2004, the Council was very disappointed that only £10.2m funding was granted for the provision of 253 affordable homes. This represented less than 20% of the overall funding requested and would impact greatly on the ability to facilitate affordable housing in the District.

A full list of schemes which have received Housing Corporation funding and those that were unsuccessful can be found at Appendix 4.

Best Value Review of Enabling/Development

During 2003/04, a Best Value Review of development/housing strategy took place. This highlighted that provision of affordable housing is continuing to grow in importance and to influence the way private developers approach development opportunities and that, whilst the Council's development staff have considerable knowledge and experience of affordable housing, new skills need to be developed to better understand development economics. Such skills would enable stronger negotiation, and increase the potential for innovative solutions to reduced funding.

The Review also highlighted the need to increase the capacity of the team to deal with additional work arising from the rate of growth. In particular, working with RSLs, developers and stakeholders to bring forward the affordable housing on the Cambridge Northern Fringe (West) site – 270 affordable homes on a site of 900 dwellings – and at the new town of Northstowe.

The housing development team, as part of the Housing Department, has historically worked closely with colleagues in the Planning Department to identify and bring forward affordable housing development. However since October 2003 the development team has been part of the new Development Services Department and this will create even closer ties and ensure the integration of affordable housing requirements into the formulation of planning policy and policy implementation. In particular, work with Development Control, will improve monitoring of the rate of affordable housing completions.

Planning Issues

The Cambridgeshire and Peterborough Structure Plan was adopted in Autumn 2003; the Council will consider whether it can implement the Structure Plan policy seeking an affordable housing contribution of 40%, prior to adopting a new Local Plan.

The Council has already begun work on preparing the Core strategy for a new Local Development Framework, and Area Action plans for settlements due to be phased early in the plan period. This plan will be consulted on during Spring and Summer 2004.

Planning new communities is a key priority for the Council, and hence it has identified additional resources to increase the capacity of the Development Services Department during this important time. To ensure communities are delivered sustainably, community development is committed to developments from an early stage, and a new post of Health and Planning Co-ordinator examines the health impacts of new developments

Project teams have been set up to work with stakeholders on the major new developments, to ensure that key agencies and neighbouring communities influence the developments.

Partnership Issues

Partnership	Key Issues
Housing Partnership	<ol style="list-style-type: none"> 1. Developing the Housing Partnership and its links to the Local Strategic Partnership 2. Developing innovative solutions to meeting housing need, including involving housing associations in negotiation of section 106 agreements.
Cambridge City Council	<ol style="list-style-type: none"> 1. Agreement to share development on strategic sites (urban extensions and new settlements) on a 50:50 basis 2. Close working relationship to plan those sites 3. Established shared staffing resource to deliver key sites early 2004 4. Developing shared allocation of low cost home ownership
All districts within Cambridge Sub-Region	<ol style="list-style-type: none"> 1. Implementing new arrangements for Local Delivery Vehicle for the Cambridge Sub-Region Infrastructure Partnership 2. Developing shared delivery plan, including targets for delivery of affordable rented housing, and key worker housing 3. Aim to agree common cores for Sub-Regional section 106 agreements, and supplementary planning guidance, in 2004/05
Housing Corporation	<ol style="list-style-type: none"> 1. Working towards strategic partnering and forward funding 2. Joint selection of RSLs for major sites

Resource Issues

South Cambridgeshire has a strong record on investing capital receipts into housing, with £4.6M invested in 2002/03. Under the "Local Authority Social Housing Grant" (LASHG) scheme, the Council was able to invest money into social housing, and reclaim that money at a later stage, meaning that there was no loss to the Council. However, this scheme ended with very little notice in March 2003, and the Council has decided that it will not invest in new affordable housing at the present time, until it has reviewed resources (see below).

Funding for affordable housing is now allocated by the Housing Corporation, on behalf of the Regional Housing Board. In deciding on its funding priorities, the Board has regard to its own strategy, and in turn to local and Sub-Regional housing strategies. The table below shows the relative levels of funding through Housing Corporation grant (ADP) and LASHG in preceding years:

	HC ADP	LASHG	Total public subsidy for new affordable housing
2001/02	£0.5m	£4.2m	£4.7m
2002/03	£2.6m	£4.6m	£7.2m
2003/04	£0.9m	£2.1m*	£3.0m
2004/05	£5.1m	£0.8m*	£5.9m

**Transitional LASHG payment*

With the ending of LASHG, it is now imperative that the Regional Housing Board and Housing Corporation recognise the central role of South Cambridgeshire in meeting the housing needs of the Cambridge growth area, and that funds are made available for this purpose. Funding made available for the Eastern region for 2004/05 is not at a sufficient level to address the priorities identified in the Sustainable Communities Plan, and where funding is not available, opportunities to provide affordable housing will be lost.

In addressing this key priority area, South Cambridgeshire will seek to maximise grant made available in the District, and to identify other sources of funding, for example, through working with employers, and through using land values on section 106 sites. The Council, with Cambridgeshire County Council and others, has been awarded £7 million *growth areas delivery grant*, to make sites at the Cambridge Northern Fringe available for development; further grant is promised for Cambridge Southern Fringe infrastructure.

In 2004/05, the Council will carry out a detailed financial appraisal of the impact on other services, and on council tax, of using council resources and reserves to support affordable housing, and this information will be considered as part of the stock options appraisal.

The council will also review Council owned land and assets to identify possible sites for development, redevelopment or sale, to best utilise existing assets to support affordable housing in the district.

Key policy issues

New Settlements and urban extensions

Northstowe: A new settlement of between 8,000 and 10,000 homes is planned close to Longstanton and Oakington. Planning for the sustainable development of this new community – called “Northstowe” is well under way, and is one of the Council’s key objectives for 2004/05. Affordable housing, and the associated infrastructure, will be key to this development. The Structure Plan anticipates development starting by 2006.

Cambridge Northern Fringe (West) site: work is underway on a large urban extension at Cambridge Northern Fringe, where approximately 900 homes will be built on land in South Cambridgeshire. 30% of these homes (approx 270) will be affordable. The Lead RSL for the project, Places for People, is working closely with the local authorities, the developers (JJ Gallagher), and the RSL consortium members (BPHA, King St HA and Papworth HA) to bring forward an innovative, sustainable development which meets local needs and enhances the local community. We expect the first homes to become available for occupation during 2004/05.

Cambourne: the new settlement at Cambourne is maturing into a village community, with 92 affordable homes completed during 2003. Several more affordable housing developments, totalling 226 homes and including one scheme for key workers, will take place in 2004/05 and 2005/06, subject to funding from the Housing Corporation. The developers of Cambourne have submitted a planning application to increase the ultimate size of the village significantly beyond the existing permission for 3,300 dwellings. However, this has not been approved by the District Council who considers that the future of the village should be determined through the forthcoming review of the Local Plan. The developers' appeal is to be heard at a public inquiry in mid 2004.

Low Cost Home Ownership and Key Workers

There is a high level of need for both social rented housing and intermediate housing, including housing for key workers in South Cambridgeshire. We expect sites to include a mix of tenures, with social renting usually comprising the majority of the affordable housing on site. However, we recognise that the current government priority for key worker housing will mean that, in some instances, to secure grant the level of key worker housing will increase. In turn, this may restrict the supply of intermediate housing available to other groups of employees in a way, which is not sustainable in the longer term.

We are very concerned by moves (contained in the Housing Corporation's National Investment Policy, November 2003) to reduce the application of grant to PPG3 sites. In our district – as in many high value areas – the cost of land prohibits Housing Associations from purchasing land for affordable housing on the open market. If subsidy is not available for PPG3 sites, then the number of affordable units, which can be delivered on them, will be significantly reduced.

Accessible Housing

The Council aims to ensure that people living with disabilities have access to suitably adapted homes. Adapted housing is provided on many new housing sites, according to identified needs. We encourage Housing Associations to build new housing to Lifetime Homes Standards, to reduce the need for adaptations in future.

Sustainable Development

We encourage Housing Associations to meet high standards of energy efficiency. We are working to implement a design guide for all housing which will require consideration of sustainability issues.

The new LDF will include policies on sustainable design and energy efficiency of housing.

The current development strategy for South Cambs in Local Plan No.2 focuses the majority of housing for the remainder of the plan period to 2006 on the Cambridge Northern Fringe as the most sustainable location in the district. Other development is concentrated in the larger villages, which have better levels of services and facilities and better public transport provision. Housing in smaller villages is limited, although exceptions can be made for affordable housing adjacent to villages where this meets an identified local need.

The new development strategy for South Cambs set out in the Structure Plan focuses most new development at the new town of Northstowe and the urban extensions to Cambridge in the interest of sustainability. Housing in rural areas will be more limited than in the past, but there will still be provision for local needs to be met, mainly in the most sustainable villages, although the exceptions policy will remain to help meet needs in smaller villages.

Modern Methods of Construction

The Council is encouraging RSLs to use off site manufacturing techniques where this can enhance development and deliver the necessary quality of design. We have used experience in use of such techniques as a key criterion in selecting RSL partners, including for the Cambridge Northern Fringe development.

The benefits of off-site manufacturing (OSM) in terms of speed of delivery are well recognised and the Council encourages the use of these systems wherever possible. Due to the predominantly rural nature of the District the majority of schemes are relatively small-scale and the added cost of OSM units precludes their use on all but the larger scale schemes. However it is expected that the continued growth in the use of OSM systems, particularly by private high volume developers, will lead to a reduction in unit cost and allow wider use on smaller schemes.

Use of Council Land or Sites

The Council actively investigates development and redevelopment opportunities within its own housing stock and in addition to providing areas of land for small-scale in-fill development this has yielded the opportunity for much larger projects. Over the past year the Council has worked very closely with tenants and residents to investigate the redevelopment possibilities of five particular sites developed during the 1950's and 1960's with pre-cast concrete Airey houses. This has resulted in the selection of Circle 33 as development partner and the submission of a funding bid of £2m for the redevelopment of 85 new homes with

work planned to start on the first group during the early part of 2005. Unfortunately, the bid was unsuccessful and discussions are now underway with Circle 33 to investigate other funding methods.

The Council is now moving forward, in conjunction with RSL partners, with redevelopment proposals for a number of sheltered bed-sit schemes. These were originally developed in the 1960's as part of sheltered schemes for the elderly and whilst initially popular they have in recent years become hard to let. An undertaking has been given that no tenants will be forced to move and the redevelopment potential of the schemes can therefore only be realised as and when schemes become vacant. It was therefore anticipated that during 2004-2005 that work could start on four of the five schemes, two to provide purpose built accommodation for special needs groups, one to provide general needs family homes and the fourth a new sheltered facility for the elderly. However, following confirmation of the Housing Corporation bid round for 2004/06, only one of the five schemes was successful in receiving funding. This was for a group home in Bassingbourn for six people with learning difficulties together with 4 flats for those with a higher level of independence.

Management Issues

Maintaining a supply of affordable housing requires effective management, as most housing moves take place within existing housing stock. We seek to manage our stock so as to minimise void times, although we recognise that this is still an area in which more could be done. We have some property types that are more difficult to let than others.

Our lettings policy gives preference to local people from the same or adjoining villages, to allow people to remain close to family support wherever possible. We do not currently have plans to introduce choice based lettings.

The vast majority of lettings to local Housing Associations are through our register, and we work with them to minimise void times and ensure suitable lettings

For new developments, especially larger sites, we consider new lettings particularly carefully to seek to ensure balanced communities, and to avoid over concentrations of particular age ranges within a community.

We have negotiated a key worker allocations protocol with employers, councils and RSLs to prioritise key worker housing need across the Cambridge Sub-Region. This is now being delivered through the Housing Corporation's appointed Zone Agent, BPHA.

Key Priorities for Increasing the Supply of Affordable Housing

We will:

- **Continue to use planning policies to maximise sites**
- **Seek to establish a requirement in the Local Development Framework that 50% of all new development is to be affordable housing including housing for key workers**
- **Deliver a programme for sustainable housing in new settlements**
- **Review all land and assets**
- **Establish shared new settlements staffing with Cambridge City Council**
- **Establish a Sub-Regional delivery plan and a delivery vehicle for affordable housing**
- **Continue to develop relationships with RSL and other partners**

Chapter 6: Decent Homes in all Tenures

- **Our Vision –What are we trying to achieve?**

We aim to:

- Invest in private sector accommodation to help vulnerable home owners through targeted home repair assistance grants
- Improve the health of the people of the district, through targeted housing policies
- Improve energy efficiency in all tenures where appropriate
- Ensure that disabled people who need adaptations have their applications dealt with swiftly and to a high standard
- Ensure that privately rented accommodation is safe and fit to occupy
- Improve council housing to meet the Decent Homes target by 2006
- Demolish unsatisfactory sheltered bedsits, and re-use the land to provide modern homes for housing need
- Refurbish or demolish and re-build council housing which is no longer suitable, including non-traditional “Airey” housing and housing on the Windmill estate at Fulbourn



A decent home for all

- **Why is this important?**

The condition of housing is very important to the health and safety of individuals, and to the environment. We have legal obligations to take action against owner-occupiers and landlords of dwellings which are unfit for human habitation and to inspect *Houses in Multiple Occupation (HMOs)* and bring them up to a safe standard. We also have a Government target that all Council housing must meet Decent Homes Standards by 2010. Housing has a real impact on health, including, for example, a link to the rate of hospital admissions in the elderly, and the number of deaths due to trips and falls.

We expect in the future to need to address both the new safety and fitness rating, the HHSRS (Housing Health and Safety Rating System) and the Decent Homes Standard in the private sector.

Private Sector Housing

- **What have we done so far?**

1	Completed a survey of private sector stock condition in 2003, assessing a sample of 1,000 homes against current fitness standards, the HHSRS, the Decent Homes Standard, and an assessment of fuel poverty. Specific questions on health and housing were incorporated into the survey. This report will provide the baseline information for future policies.
2	Introduced new policies for grants and loans in response to the Regulatory Reform Order 2003. These mean that where disabled facilities works cost over £25,000, the excess above the grant will be placed as a charge on the property, interest free, to be repaid at sale.
3	Introduced falls prevention classes in the community targeted at those most at risk of falling to prevent further admissions to hospital and prevent delayed discharges.

Much of the housing (86%) in South Cambridgeshire is owner occupied, with just 6% privately rented.

The *Housing Condition Survey* 2003 revealed a relatively low level of unfitness overall: 3% compared to a national average of 7%. This is slightly higher in the private rented sector, at 5%, but well below the national average for this tenure of 19%. However, it is particularly associated with converted flats, suggesting that policies, which concentrate on such dwellings, may be of value.

**Condition of the Private Sector Housing Stock in Cambridge –
Executive summary of the Private Sector Housing Condition Survey
carried out by PPS in 2003**

Executive Summary of Findings:

The 2003 South Cambridgeshire (private sector) House Condition Survey (SCHCS) was conducted in order to produce a comprehensive review of current stock conditions in the private sector and this report presents the findings of the HCS.

This report will examine what the conditions of dwellings within the District are like and what direction future private sector housing policies may need to take. The latter point is of particular importance as, under the new Regulatory Reform Order, local authorities will now be responsible for deciding what sources of funding to use and what schemes to set up, in order to tackle private sector housing problems, with an unprecedented degree of freedom.

The survey was carried out on 1,000 dwellings within the District. The total private sector housing stock of the District is an estimated 47,300 dwellings. The total is based on the weighted results of the survey and is an estimate at the time of the survey. Giving a precise figure to the dwelling is unnecessary as dwellings are constantly being converted and built, such that the total number of dwellings changes on an almost daily basis.

The age profile of the private sector stock in the District suggests that the stock is notably more modern than the national average, with the majority of the dwellings having been built Post 1964. A stock profile such as this would tend to suggest that above average stock conditions would exist, as poor condition is strongly associated with age of dwelling.

A wide variety of issues relating to the condition of dwellings in South Cambridgeshire were collected from the survey and produced in the subsequent analysis. The table overleaf summarises many of the key findings from the survey by the three main tenure types.

Summary Table 1: Characteristics by tenure

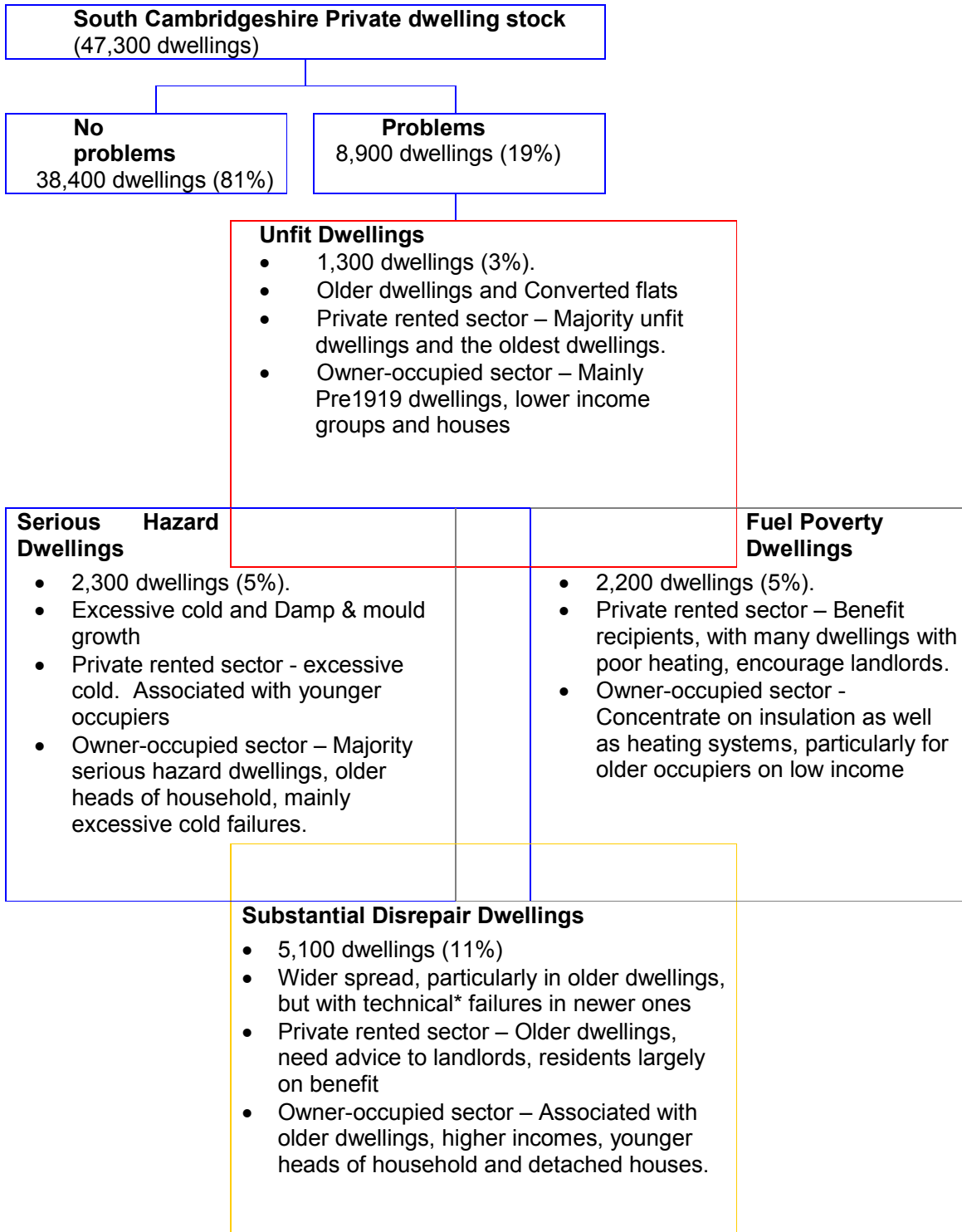
Characteristic	Owner-occupied	Privately rented	Housing Association	All Stock
Dwellings	40,900	4,400	2,000	47,300
<i>Per cent of stock</i>	86%	10%	4%	
1997 Survey	90%	8.5%	1.5%	
Unfit	1,100	200	50	1,350
<i>Rate</i>	3%	5%	3%	3%
1997 Survey	2.5%	13%	0%	4%
Substantial Disrepair	4,500	400	200	5,100
<i>Rate</i>	11%	9%	10%	11%
1997 Survey	No	Data	Comparison	
Not Decent	9,300	1,800	200	9,680
<i>Rate</i>	23%	40%	10%	20%
1997 Survey	No	Data	Comparison	
Serious Hazards	2,100	150	100	2,350
<i>Rate</i>	5%	3%	5%	5%
1997 Survey	No	Data	Comparison	
In Fuel Poverty	2,100	160	0	2,260
<i>Rate</i>	5%	4%	0%	5%
1997 Survey	No	Data	Comparison	
Mean SAP	54	52	65	54
1997 Survey	No	Data	Comparison	47
Residents over 60	14,000	360	360	14,720
<i>Rate</i>	34%	8%	18%	31%
1997 Survey	No	Data	Comparison	
Residents on Benefit	5,200	780	720	6,700
<i>Rate</i>	13%	18%	36%	14%
1997 Survey	No	Data	Comparison	

NB For the sake of simplicity all dwellings, including things like caretakers accommodation etc that are not part of the main three tenures, have been subsumed into the figures for the other three tenures.

The table above is useful for giving a summary of a wide variety of characteristics, but does not pinpoint where problems are most concentrated. To do this the relationship between different measures needs to be considered. The number of dwellings classified as not decent in table 1 is less than the number of dwellings with 'problems' on the following page. This is due to not decent dwellings being defined by strict parameters whereas 'problem' dwelling is a broader definition.

There are a number of factors determining the condition of a dwelling, but of particular interest is whether a dwelling is fit, in good repair, does not present a health hazard and is adequately and affordably heated. The chart overleaf gives a breakdown of the stock on the basis of these criteria.

Total numbers of dwellings affected by different combinations of house condition problems within the District



Under substantial disrepair in the previous diagram the term technical is used (denoted with *). In this instance, singular failures on items such as ventilation, food preparation, damp and heating are being considered. Whilst these items may not make a dwelling look in poor condition they can have consequent health and safety side effects. In fact surveyors were asked to pay particular attention to these elements and many of the dwellings could be considered borderline unfit. This issue is raised here and considered in more detail in the main report as conditions such as asthma and other respiratory problems, as well as home accidents, can be caused by some of these disrepair categories.

Such information is also likely to be of interest and value to local health authorities, as reducing such defects/deficiencies may well reduce illness and accidents among residents.

The main chapters of the SCHCS report go in to greater detail in examining both the dwelling and social characteristics associated with these problems. They also give an indication of the likely cost of remedying these problems for different groups.

The total cost of remedying unfitness in private sector dwellings within South Cambridgeshire, bringing them up to a good, habitable standard is £24 million, an average of £18,200 per dwelling. The total cost of repairs to those dwellings that are not unfit, but are in substantial disrepair is £38 million, an average of £7,500 per dwelling. The total cost of all energy efficiency measure to bring all dwellings up to the most efficient standard, and thereby eliminate fuel poverty, is an estimated £53 million. The total cost of repairs to dwellings where a serious hazard was present is £23 million. When combined these costs represent a potential requirement of £138 million to make all dwellings in the District fit, in good repair, warm and safe for habitation.

Privately Rented Properties

Most privately rented properties are of single household occupancy, and of good standard. However, the survey identified that around 1% of privately owned dwellings (so around 470 properties) are HMOs (houses in multiple occupation), a larger number than previously identified. Currently, the Council does not hold a register of HMOs, and hence cannot proactively inspect for safety and fitness. We anticipate that legislation will shortly place obligations on local authorities to register HMOs, and hence will make arrangements during 2004/05 to do so.

The Council has identified additional resources for this area for 2004/05: a part-time specialist environmental health officer will be dedicated to producing the Private Sector Renewal Strategy for dealing with private sector housing.

When privately rented properties are unfit, tenants, or neighbours may report this to the Council. The Environmental Health Department responds swiftly to such complaints, and seeks to work constructively with the landlord, wherever possible, to see the property returned to fitness. Enforcement action is used rarely and as a last resort.

The rural nature of the district, with properties dispersed over a very wide geographical area, makes proactive identification of unfit properties or HMOs extremely difficult.

The Council provides advice and assistance to landlords through the Housing Advice Team. In 2003, a first Landlords Forum meeting was held, but the response was very poor, and we are therefore considering more effective ways to communicate with landlords within the

district, many of whom are owners of only one or two properties. The possibility of linking in with Cambridge City Council's Landlords Forum is currently being investigated. We also intend to publish newsletters to landlords to inform them of, for example, changes in legislation and to include articles in the South Cambs magazine.

Support for Home Owners:

Many home-owners in the district are elderly or disabled: 48% of unfit homes are occupied by households where the head of household is aged over 60, whilst only 31% of households in general fall into this group. For such owners, home maintenance and repair can become a real difficulty, and some homes become unsafe as a result, leading to declining health from, for example, trips and falls, chest complaints linked to dampness.

Home repair assistance grants (HRA) of up to £5000 are useful in assisting vulnerable people to improve their homes, and can be focussed on home safety. Stronger links with health services, e.g. through the Healthy Homes Referral Project, may lead to an increased demand for HRA grants.

Renovation assistance, previously available as grants to owners including landlords, is now restricted to loans (interest free charge on property) to homeowners in exceptional circumstances.

Housing and Health

South Cambridgeshire DC is working with South Cambridgeshire PCT, Addenbrookes NHS, Cambridgeshire Social Services, and the voluntary sector to deliver the *South Cambridgeshire Improving Health Plan 2003 – 2006* (available from Iain Green). This plan links directly to the Community Strategy and the Local Health Delivery Plan.

Whilst housing can contribute to health in a number of ways, the key areas identified in the plan are priorities 1a) falls, 1b) delayed transfers and 1c) Affordable warmth and fuel poverty. The Environmental Health Officer (Promotion and Campaigns) is dedicated to working on health issues for at least 50% of his time.

Falls Prevention

Accidents are the second biggest cause of death in South Cambridgeshire, with accidents in the home above the national average rate: deaths from falls among those over 75 in SCDC 144.3 per 100 000; compared to 76.5 per 100 000 for England & Wales in the period 1998 – 2000.

To minimise risk from falls, individuals at risk need to be targeted with measures including prevention and treatment of osteoporosis, rehabilitation and medical support, as well as measures to minimise risk in the home. Since 2000, a Falls Prevention Project has been in place, including:

- Safer Homes Scheme developed between the SCDC Home Improvement Agency and Age Concern
 - Community Exercise Programmes and advice targeted at those at risk
 - Training for sheltered housing staff to deliver exercise classes to improve mobility
- SCDC contributes financial support to this project.

HRA grants can be used to improve home safety and prevent falls.

Delayed Transfers

A delayed transfer occurs when a patient is ready to transfer from an acute hospital bed, but is still occupying such a bed. Often, this is linked to homes which are inappropriate for the person to return to, either because they are inaccessible, require adaptation, or extra support is required.

Working with the PCT, SCDC has facilitated five halfway housing units at Sawston, for patients who can receive support in the community until they are fit to return home. The Best Value Review of sheltered accommodation, due to complete June 2004, may identify further opportunities for halfway housing, or hospital discharge schemes.

Work on both falls prevention and affordable warmth should reduce hospital admissions and hence delayed transfers. The planned benefits uptake campaign should also impact on admission rates.

A fast track grant of up to £2000 will be made available to people who need adaptations to return home from hospital. The Home Improvement Agency will also purchase temporary adaptations – e.g. temporary ramps- to allow people to return home from hospital whilst awaiting permanent solutions.

Affordable Warmth and Fuel poverty

The stock condition survey identified 2,200 dwellings in the district where occupiers are in fuel poverty (meaning more than 10% of net household income must be spent on heating and hot water). Older households (head of household over the age of 65) are far more likely to be in fuel poverty than younger residents (10% compared to 3%).

Fuel poverty is particularly associated with cardiovascular disease, accidents, respiratory diseases including asthma, circulatory diseases, hypothermia and mental health. Research carried out by the Cambridgeshire Health Authority on both the number of extra deaths each Winter (compared to the normal amount of deaths in the Summer) shows a larger number of deaths on the older age groups during the winter in South Cambridgeshire. The Cambridgeshire Health Authority has also carried out research on the number of emergency respiratory admissions to Addenbrookes Hospital during the winter. Both pieces of research indicate a strong link between housing conditions and ill health and the issues raised will be taken forward as part of the South Cambridgeshire Improving Plan and the South Cambridgeshire Private Sector Housing Renewal Strategy.

There are a number of schemes already available to help address fuel poverty, including warm front grants for energy improvements, and means tested benefits. SCDC has a Service Level Agreement with the Peterborough Energy Efficiency Advice Centre for free phone and mail advice to residents, which dealt with 624 enquiries in 2002/03. A targeted advice and benefits campaign is planned for 2004/05.

In 2002, South Cambs DC with partners Cambridge City Council, and Cambridge and South Cambridgeshire PCTs, sought to increase the take up of energy efficiency measures and benefits through a low cost energy advice campaign, where publicity was distributed via a Post Office in Cambridge and a village GP surgery. However, very little advice was given out, especially by GPs, and where printed advice was distributed by the Post Office, it led to very few referrals for assistance. Hence future projects seeking to target vulnerable groups need to learn from this project, and address the issues it raises.

In 2004/05, SCDC, the PCT and others will establish a “Healthy Homes Referral Project” , which will use the Council’s new contact centre as a single point of contact for referrals from health professionals for people in fuel poverty needing help. This will be part of a “social prescribing” approach, under which GP practices can prescribe a healthier home to patients. Considerable training of frontline staff will be required for this initiative to work effectively.

Environmental Sustainability

As well as helping to reduce fuel poverty, energy efficiency measures can contribute to environmental sustainability.

Other housing related measures to promote environmental sustainability include:

- Ensuring all affordable housing complies with Housing Corporation Standards.
- A DIY self build solar club, run in partnership with Cambridge City Council, and part-funded by the National Energy Foundation, which enabled individual householders to fit solar water heating to their homes.
- A partnership with London Electric to promote their grant scheme to householders who do not qualify for warm front grants.
- A design guide for new housing which stipulates a range of sustainability features, including space for recycling.

Further information on energy efficiency measures can be obtained from the HECA Officer, Iain Green; information on environmental sustainability may be obtained from the Sustainability Officer, Cameron Adams.

Bring Empty Homes into Use

The Council published an Empty Homes Strategy in 2003, and since then has been actively seeking information on empty homes, to establish a database of known vacant properties. So far, Parish Councils have been asked to supply information on properties in their parishes, and an appeal has been made through the South Cambs magazine. However, to date very few real long-term vacants have been identified.

Council Housing

What have we done so far?

1	In 2002/3 the Council brought 648 properties up to decent homes standard. This has risen to 720 in 2003/4. The Councils analysis shows that the failure rate between these years actually caused the number of non-decent properties to rise during the period, and it is only from 2003/4 that the net number of non decent properties starts to fall. Capital investment in the stock enables the Council to achieve Decent Homes Standard by 2006 and then to maintain the standard and to pre-empt maintenance requirements on to 2010.
2	Completed a stock condition survey using consultants Stevens Scanlan in 2003. This included 100% external survey, and 15% internal survey, and a 100% postal socio-economic survey. The survey was conducted in accordance with ODPM guidance with archetypes used to give representative data. The data can then be used to effectively identify and project non-decent properties and develop and cost the maintenance programme required to maintain the stock to the Decent Homes Standard.

Detailed information on improving council housing and the options for managing its stock in the future is included in the *HRA Business Plan* and is not repeated here.

Where housing is identified as non-decent, and not readily improved to meet the Decent Homes standard, the Council will consider a range of options including demolition and rebuild. At present, three such schemes are under consideration, on eleven separate sites, to replace small sheltered bedsits and homes on non-traditional construction.

Key Priorities for Decent Homes in All Tenures

We will:

- Launch a Healthy Homes Referral Project, working with the PCT
- Plan for the introduction of the HHSRS, and for inspection of HMOS; employ an additional Environmental Health Officer specifically to work on these policies
- Identify long term vacants where possible, and seek to take action
- Use fast track grants and temporary adaptations to reduce delayed discharges.
- Publish a landlords newsletter at least once a year and use articles in South Cambs Magazine to encourage landlords to use the Housing Advice service
- Publish a Practical Guide for Reducing Anti-Social Behaviour
- Publish an Empty Homes Strategy and Guide to help bring back empty properties into use
- Improve Council housing to meet Decent Homes target by 2006
- Complete a stock options review, including tenant consultation, with a decision on future management of Council housing
- Complete investigations on options for refurbishment of the Windmill Estate (non-traditional homes) and agree a way forward with tenants and occupiers

Chapter 7 – Housing for Sustainable Communities

- **What are we trying to achieve?**

The Council is committed to promoting sustainable communities. This means everyone being able to play a role in the community. Some people need support to live independently, or need homes adapted to meet their needs.



Bircham House, Sawston – enabling residents to live independently with support services available on site

Working with others we aim to:

- identify where groups are disadvantaged in their housing, and identify solutions
- support organisations which are delivering services to people with special needs
- involve identified groups in improving current services and planning new ones
- Consider the needs of specific groups in designing sustainable communities for the future
- deal with anti-social behaviour

- **Why is this important?**

Some people need extra help, either for a short time when settling into a community, or long-term. Providing that help enables them to participate fully, and benefits the community, for example, by helping vulnerable young people or people who have been in prison to integrate in a way that does not disrupt their neighbours.

- **What have we done?**

For many years, the Council has supported the development of special needs housing in the village communities. In particular, we have a long history of providing sheltered accommodation for the elderly, and are very proud to have enabled a new extra sheltered facility at Sawston, Bircham House that opened in 2003.

A range of facilities is provided in the villages for many people with special needs. However, analysis of needs and provision – carried out Countywide for the Supporting People Strategy – indicates some gaps in provision, which should be identified, if resources permit, in the coming years. Similarly, some services, including sheltered accommodation, may need to change both their service model and capacity to meet the future needs of the population. These changes may allow for some recycling of resources between client groups.

Over the past year, we have:

- Published a homelessness strategy
- Established a Floating Support Service
- Launched a Rent Guarantee Scheme.
- Launched a Mediation Pilot scheme for young people
- Begun a Best Value review of sheltered and extra sheltered housing
- Opened Bircham House, to provide 30 places for frail elderly people
- Obtained funding for a new extra care facility at Linton
- Begun a programme to close unsatisfactory sheltered bedsits
- Grant funded organisations providing support to special groups, and widened the criteria for grants to allow other groups to apply
- Established a joint local Mental Health Hospital Discharge Protocol
- Enabled an Emergency bedspace and nominations to 10 identified permanent bedspaces at the Cambridge YMCA
- Produced a Fuel Poverty Strategy and the Improving Health Plan

Supporting People

In Cambridgeshire, the County Council administers *Supporting People*. The Commissioning Body of districts, County, PCTs and probation service has formed a strong partnership, which was commended by the Audit Commission in a pilot inspection. This body has steered the smooth transition from previous funding arrangements to new funding from Supporting People Grant. It has agreed a "Supporting People Strategy" with key priorities. It is now steering a three year review programme, to assess all services and drive improvement or decommissioning where necessary.

Meeting the Needs of Elderly People

Sheltered and Extra Sheltered Housing

The Council currently has 45 sheltered schemes, providing accommodation and support to 1488 older people, in 30 different villages.

In 2003, the Council, working with other providers of sheltered accommodation across Cambridgeshire, commenced a combined Best Value Review and Supporting People Quality Assessment of sheltered and extra sheltered housing. This Review, to be completed by Summer 2004, is being carried out with partners who together manage over 80% of the County's sheltered housing. Consultants have been engaged to help to draw together comparative data on costs, service models, etc across a wide range of schemes, to assist with engaging tenants and other stakeholders to determine their views and aspirations, and to advise on further developing the strategic agenda, in close partnership with PCTs and social services.

The review will allow for clear cost and service comparisons to be made. We anticipate making changes to the way in which sheltered housing services are delivered in South Cambridgeshire, following the conclusion of the Review. We will, working with others, facilitate a move to more support for people in their own homes, and more extra care housing for very frail elderly people, and a move away from residential or nursing care.

As part of the move towards extra care housing, Hereward Housing, has constructed Bircham House in Sawston in the grounds of Orchard House, providing thirty extra care units. Further extra care schemes are planned for 2004/05:

- Moorlands, Melbourn: Cambridge Housing Society intend (depending on grant) to refurbish the existing provision, and increase the size of the scheme by developing in the grounds
- Linton: an existing SCDC sheltered bungalow and bed-sit scheme is to be demolished and rebuilt by Hereward in 2 phases, to provide five new bungalows and 30 extra care places, subject to financial viability

Neither scheme received ADP funding from the Housing Corporation in 2004, but partners hope to bring schemes forward using alternative funding.

The Cambridgeshire Primary Care Trusts and Social Services are bringing their services to Older People together into "Older People's Trusts" from April 2004. It is hoped that this move will improve co-ordination of services to Older People, and that the new organisations will work closely with housing, and other district council services, to meet community and individual needs.

Over recent years, it has become evident that older bedsit style accommodation does not meet the aspirations of today's elderly population, and that the small size of such units makes them unsuitable for an increasingly frail elderly population. In March 2001, the Council decided to close and demolish five sheltered bedsit schemes. It has taken some time to

vacate the schemes, working sensitively with residents and their families, and some schemes will now be demolished and redeveloped during 2004/05. The future developments are outlined in Chapter 5. Where schemes are empty pending closure, they have been used as temporary accommodation, providing for homeless households.

Meeting the needs of Disabled People

Home Improvement Agency

The South Cambridgeshire Home Improvement Agency was established in March 2001 in partnership with Social Services and the support of the Primary Care Trust. The Agency receives funding from Supporting People and Social Services and is overseen by a monitoring Advisory Group involving key stakeholders who meet quarterly.

The Agency deals with a very large number of applications for *Disabled Facilities Grants (DFG)*. Cambridgeshire social services has prioritised dealing with the backlog of people who are awaiting an assessment by an Occupational Therapist (necessary before a grant application can be considered), and intends to reduce the waiting time from 19 months to 3 months by March 2005. Additional Occupational Therapists have been recruited to assist with this task, and the Council's Home Improvement Agency is dealing with significantly increased applications as a result. For 2004/05, the Council will employ an additional caseworker to seek to address this. However, it is anticipated that further resources may need to be made available in future years to support the Agency in the face of growing demands, a requirement to widen access to the service, and an increasingly disabled population.

For some applicants for DFGs, however, adapting their home is not the best solution. The Council now has the flexibility to offer re-location grants to such persons, of up to £5000, to assist with moving to a new property, which either meets their needs or requires significantly less adaptations than their current home. Moving home is difficult, and finding adapted or adaptable homes can be difficult, so the Council is investigating ways to support disabled people through this move.

Families with a disabled child can present particular difficulties in finding appropriate housing solutions, which allow the whole family to enjoy a fulfilling and healthy family life. The Council is working with the PCT to implement findings from a recent local conference on children with disabilities.

The Home Improvement Agency service is currently undergoing a review for Supporting People and will implement the recommendations of the review once it is complete.

New Housing for people with disabilities

For all new developments, the Council considers the need for specially adapted housing for people with disabilities, and seeks to enable the provision of housing to meet the needs of identified households.

For larger new communities, it will be necessary to plan for significant levels of wheelchair accessible housing, before specific households can be identified, and the Council will therefore work with voluntary agencies and representative groups to ensure the needs of disabled people are met in the design of new communities.

The Council hopes to work with Papworth Housing on an innovative project to involve disabled people in the design process for Cambridge Northern fringe, but this is subject to Papworth acquiring sufficient funding.

The Council expects new affordable housing to meet Lifetime Homes criteria wherever possible.

The Papworth Trust provides a wide range of special needs accommodation throughout the District and further developments are planned during 2004-2006 including three special needs bungalows.

Meeting the Needs of Homeless People

South Cambridgeshire is committed to work with our partners in the statutory and voluntary sectors to prevent homelessness wherever possible through the provision of good quality and accessible housing advice and support services and, where homelessness does occur to provide an effective safety net to all homeless people.

Homelessness is a significant problem for the district: in 2003/04, 129 households were accepted as homeless and in priority need by the district. The number of applications and acceptances has remained relatively consistent within the last three years, however, the number of advice enquiries that the Homelessness/Housing Advice Service deal with is increasing year on year.

	1999/2000	2000/2001	20001/02	2002/03	2003/04
No. of Acceptances	85	125	148	103	129

In 2003, a review of homelessness included a wide range of stakeholders in contributing to the *Homelessness Strategy* (See Appendix 1). The Council is committed to working with partner agencies to deliver the Homelessness Strategy. A multi-agency Steering Group meets every quarter to review progress against key objectives:

- The prevention of homelessness
- Ensuring that there is sufficient accommodation available to people who are, or who may become homeless
- Ensuring there is adequate support for people who are, or who may become homeless, or who need support to prevent them from becoming homeless again

Key national objectives that are addressed in our Homelessness Strategy include:

- Reducing the use of bed and breakfast hotels for homeless families with children
- Developing approaches to tackling homelessness that are more strategic
- Strengthening help to people who are homeless or at risk of homelessness

Homelessness is part of a broader agenda of social exclusion, which links together problems such as unemployment, poor skills, high crime, poor housing, those suffering from a mental or physical disability and family breakdown. This Council is committed through its services to those who find themselves homeless, to being part of the process that aims to 'join-up' these problems and find effective multi-agency solutions.

Progress on Housing Advice and Homelessness in 2002/03/04

- Launched a Mediation Pilot scheme for young people leaving home due to disputes with parents.
- Established an Emergency bedspace at Cambridge YMCA as an alternative to B&B for young people in conjunction with Cambridge City Council.
- Launched a Rent Guarantee Scheme to enable potentially homeless households to access private sector housing as an alternative to hostels.
- Established a Floating Support Service to provide weekly support for vulnerable households in temporary accommodation and in Council tenancies to ensure tenancies are sustained and repeat homelessness is prevented.
- Promoted early use of Housing Advice Service by advertising its availability widely including leaflets, website and by making advice staff available in local surgeries.
- Adopted a Domestic Violence Policy to try to prevent homelessness and provide support to this group.
- Adopted a countywide protocol with Social Services to assist those households with children who are deemed to be intentionally homeless.
- Taken steps to reduce the use of bed and breakfast accommodation by being more proactive in preventing homelessness and adopting a 'spend to save' policy.
- Established a joint local Mental Health Hospital Discharge Protocol.

Despite these preventative initiatives, homelessness presentations remain high, and the Council has struggled to meet targets on processing homeless applications. However, for the year ending 2004, there has been an improvement in the time taken to process applications within 33 days from 75.2% for the previous year to 83% and it is anticipated that the target set of 85% will be achieved for 2004/05. Many applicants spend far too long in temporary accommodation and we are seeking to increase the supply of affordable housing to help reduce this problem.

Meeting the Needs of Other Groups

Meeting the needs of young people, including those who have been in care	
Cambridgeshire County Council currently has responsibility for 170 young people who are looked after, care leavers and aged 16 or over.	
2003	SCDC's Homelessness Strategy identifies a gap in provision for young people, especially for those with medium/high support needs Nominations to 10 identified permanent bedspaces at the YMCA were facilitated in 2003 and are currently all occupied.
Ongoing	Joint Allocation Panel is providing regular reports on the needs of young people. (NB: First report to go to January steering group meeting as evidence of need)
Ongoing	A six-month Mediation pilot (funded by ODPM grant) started in September 2003 to prevent homelessness amongst young people who have had a disagreement with their parents. 2 households were referred between September and December. The pilot will be evaluated during 2004.
Ongoing	Work with the County-wide Cambridgeshire Young Peoples Strategic Partnership (CYPSP) to link services provided by education, social services, housing, youth offending and others to benefit young people.
Ongoing	Centre 33 are working in schools to provide information for young people on the issues around budgeting and leaving home as part of a homeless prevention initiative.
2004/05	Identify site for possible supported accommodation for vulnerable young people, and liase with partners on inclusion of such a scheme as a future Supporting People revenue priority for 2005/06

Meeting the needs of people with mental health problems: one-third of households using the housing support service have mental health issues, and mental health is often an underlying cause of homelessness. An estimated 40% of GP consultations in the district are for mental health problems, and mental health is a key priority in the South Cambridgeshire Improvement Health Plan.	
ongoing	Regular liaison meetings between housing support workers and the local mental health teams
2004/05	The Council are working with the PCT to enable a new facility for people with long-term mental health problems to live in the community, receiving twenty-four hour support. Community consultation will take place early in 2004, and it is hoped to open the facility in 2005.
2004/05	From 1 st April 2004 the joint local Mental Health Hospital Discharge Protocol was implemented.
2005/06	Identify appropriate locations for supported cluster flats for people with low to medium support needs

Meeting the needs of people with learning difficulties: the Cambridgeshire Learning Disability Partnership has indicated a need for numerous new supported living places to be made available over the next three years, to meet the needs of people whose carers are becoming increasingly elderly and unable to cope, or young people reaching the end of their time in residential education.	
2004/05	Papworth Trust to open a project for 6 young people with learning disabilities in Willingham, and to start work on a second project near Cambridge

Meeting the needs of victims of domestic violence	
Domestic violence, or relationship breakdown with a violent partner, is the third biggest cause of homelessness in the District, with 53 households accepted as eligible and in priority need in this category between 2001 and 2003. It represents approx 16% of all homeless applications in South Cambridgeshire.	
2001/02/03	SCDC Housing Advice Manager chairs the Cambridge & South Cambs Domestic Violence Forum, and the Forum has hosted training events annually since 2001 for frontline professional staff including housing, police, social services, health, and the voluntary sector. All Housing Advice and Housing Support Staff have taken part in this training, which was funded through the Community Safety Partnership.
2003	A Domestic Violence policy was adopted; detailed procedures and training to be completed by June 2004.
2004	ODPM funding of £5,000 has been made available to facilitate the purchase of security measures, such as alarms, to enable women suffering from domestic violence to stay in their own homes and to support lifestyle projects aimed at preventing homelessness through domestic violence.
2004	Cambridgeshire Supporting People Commissioning Body are supporting county-wide and regional research into domestic violence, to see where victims go, and what support they receive. This will enable us to plan where any additional services should be directed in future.
2003/4	The Council is funding Cambridge Women's Aid to support women fleeing domestic violence
2005/06	No refuge provision exists within SCDC. Pending the outcome of the research outlined above, we will seek to identify appropriate location(s) and funding for supported accommodation.

Meeting the needs of lone teenage parents	
Teenage pregnancies within South Cambridgeshire are below the County average. It is estimated within the Cambridgeshire Teenage Pregnancy Strategy that there will be an average of 6 conceptions per year for those below the age of 16 and 46 for those below the age of 18. This client group, aged under 25, represented less than 9% of all homeless applications in 2003/04; less than 2% being under the age of 18. It is therefore not considered to be a major issue in South Cambridgeshire	
Ongoing	Pro-active campaigning on the issues of teenage pregnancy is ongoing throughout the County targeting schools, youth clubs, etc.
Ongoing	Referral to the Mother & Baby Unit within Cambridge City for the provision of supported accommodation providing parental and life skills. Five enquiries for 2003/04 were received from residents within South Cambridgeshire, 3 of which made an application, with one receiving a placement in the Mother & Baby Unit.

Black and Minority Ethnic Groups

The Black and minority ethnic population in South Cambridgeshire is small, and dispersed throughout the district. There are no particular pockets with high concentrations of BME communities. Needs surveys have not identified any particular housing needs for any BME groups.

Travellers

South Cambridgeshire has a large Traveller population, and, with only two council owned Traveller sites, has the largest number of Travellers resident on Traveller owned sites of any district in England.

Traveller housing needs and aspirations are not well understood by those outside the Traveller communities and may be difficult to reconcile with the aspirations of other, settled communities. In South Cambridgeshire, this has led to particular tensions in the community, focussed on Traveller planning applications and appeals.

In order to better evaluate future Traveller planning applications, and to develop the authority's own strategic response to Traveller housing and support needs, we will carry out research into Traveller accommodation needs in 2004/05. We are working with the County Council, other districts and the voluntary sector to develop a model for a Traveller census.

If Travellers present as homeless the Housing Support Workers liaise with Traveller Education Workers, and the Ormiston Trust, to ensure appropriate support. South Cambs Council grant funds the Ormiston Trust to work with Travellers.

Key Priorities for Supporting a Healthy and Thriving Community

We will:

- Increase accommodation available for homeless people through private sector
- Complete BV Review of sheltered and agree an action plan
- Support the development of extra care housing in Melbourn and in Linton
- Implement recommendations of Supporting People Review of Home Aid
- Increase resources to the Home improvement Agency to deal with a backlog of cases delayed by the need for Occupational Therapist assessment
- Consider how best to support disabled people in moving house
- Seek to identify suitable location and funding for supported housing for vulnerable young people
- Carry out, with partners, a full range of actions to improve services to homeless people, as outlined in the Homeless Strategy
- Participate in the Pathways Project, to learn about including disabled people in designing new communities
- Research Traveller Accommodation Needs
- Enable a new supported living scheme for people with long term mental health problems

Chapter 8: Resourcing the Strategy

The Council seeks to maximise resources and manage them to deliver the objectives of this strategy, within the framework of the Council's Financial Strategy. We aim to ensure value for money in procurement.



Ensuring value for money

The decision-making process to agree the Council's budgets is set within the Performance Management Framework, having reference to the Capital Strategy. During June of each year annual priorities and resources are reviewed at a corporate level by Management Team and Cabinet, followed by consultation with the public, members and key partners. Continuous Improvement Plans are also prepared at this stage at a service level and agreed by the relevant Portfolio Holder. In December Cabinet agree the Council's priorities and budget strategy in consideration of the consultation and CIPS. This is followed by the preparation of detailed budgets and Council Tax and the approval of Best Value Performance Plans, which are then approved by Full Council in February of each year.

As a debt free authority, the Council has in the past been able to invest significant amounts of capital receipts into the provision of new affordable housing. The latest proposed capital programme, for the three years from 2004-05 to 2006-07, includes over £23 million of expenditure on social housing to be funded from capital receipts. This money is mainly to be used for the improvement of our own housing stock in order to meet the Decent Homes target.

As explained in chapter 5, a review of housing assets and land may identify further opportunities to generate receipts

Funding Council Housing: the Housing Revenue Account

The detail of resources for Council housing is contained in a five-year projection in the *HRA Business Plan*. However, as Government funding is not stable over such long periods, mainly owing to legislative changes, resources cannot be predicted with certainty for more than a few years ahead, so the *Business Plan* is revised annually.

The Major Repairs Allowance (MRA) is used to fund major repairs to the Council's own housing and is directed at bringing the housing stock up to the Government's Decent Homes Standard. In the substantial capital programme proposed for the three years to March 2007, HRA "capital" expenditure is to be funded mainly from the MRA or capital receipts, with no contribution being made from the HRA. Wherever possible, therefore, the cost of repairs and improvements do not impact on the rents and charges paid by tenants.

Options for Managing the Council's Housing Stock

The Council is currently consulting on options for future management of its housing stock, as outlined in chapter 6, and in more detail in the *HRA Business Plan*.

Establishment of Arms-length Management Organisation (ALMO) or transfer to a Housing Association might increase resources available to improve Council owned stock. There would also be financial implications for the rest of the Council's housing function, and other Council departments, which need to be fully evaluated before a decision is taken.

Funding the Housing Strategy: General Fund (Housing)

The General Fund is the main Council account for all services except landlord services. Its income is government grants and Council Tax and Business Rates. The draft estimates include £2.3 million of General Fund revenue expenditure for housing purposes.

Capital Expenditure

The draft estimates for 2004/05 includes £763,000 of capital expenditure of which £750,000 is for improvement grants. £300,000 of this expenditure should be funded from government grant available towards the cost of DFGs, with the remaining £450,000 being paid for out of capital receipts.

Sources of Funding to Meet Affordable Homes Targets

Local Authority Social Housing Grant (LASHG) was abolished with effect from April 2003. The LASHG Scheme gave the Council the option of applying directly to the Housing Corporation for new projects in addition to supporting bids made by RSLs to the Housing Corporation for Approved Development Programme (ADP) funding. Authorities no longer have flexibility to fund schemes directly except by use of reserves and money from capital receipts.

Members considered the possibility of using reserves to finance a limited local authority led social housing grant programme at a Council meeting in December 2003, and decided not to invest Council reserves in affordable housing at the present time.

However, many members were supportive of the idea, which was discussed outside of the budgetary process, and senior officers have therefore proposed to reconsider the idea once a full evaluation of the financial position is available.

With the introduction of Regional Housing Boards the Council will now be working with its Sub-Regional partners, RSLs and others to make representations to the Regional Housing Board to enable the development of new affordable and intermediate housing for the Sub-Region. The Council has established good relationships with its Sub-Regional partners, has produced a Sub-Regional Housing Strategy and is working on a detailed sub-regional development programme. Within this programme there will be additional social housing development within the District. A full list of the schemes that have received Housing Corporation funding for 2004-2006 can be found at the beginning of Appendix 4.

South Cambridgeshire remains concerned that the level of funding for Eastern England is insufficient to deliver the growth required in the Cambridge Sub-Region. The Council will continue to lobby for additional resources and policy instruments to be made available to allow it to resource the growth, which is planned by Government.

There will be inward investment into South Cambridgeshire through: -

- ADP (Housing Corporation) funding, via RSLs
- Growth Area Grant for making sites ready and bringing forward infrastructure
- Contributions from developers through RPG6, PPG3

Revenue Expenditure

Revenue funding is sought from a variety of sources:

Source	Reason for funding	Amount allocated for 2004/05
Homelessness Directorate (ODPM)	To implement homelessness strategy including private sector leasing, mediation and domestic violence support	£20,000
Supporting People	To enable extra support services to be provided for vulnerable residents	£83,000
	Towards the cost of the Home Improvement Agency	£30,000
Cambridgeshire County Council Social Services	Towards the cost of the Home Improvement Agency	£40,000

Providing Services through other Agencies

The council funds other agencies to provide services to the community: -

Housing Grant Funded Service	Amount for 2004/05 £
Supporting Women's Aid to provide accommodation for vulnerable women and children fleeing violence	7,150
Supporting a Disabled Persons Housing Service run by the Papworth Trust	4,000
Supporting SOFA to provide furniture services to those affected by poverty and disadvantage	2,000
Supporting Cyrenians to provide services to homeless people in need of support	2,500
Supporting Cambridge Women and Homelessness to provide services to homeless people in need of support	3,270
Supporting Ormiston Trust to work with Travellers	2,500
Supporting the employment of a rural enabler by ACRE, engaged in assessing housing need and identifying potential development sites.	1,000
Totals	22,420

Funding of £5,000 has also been made available to support the Falls Prevention Project with the Primary Care Trust through the Health Promotion Budget.

Funding to other voluntary agencies, such as the Citizens Advice Bureau, can also be accessed through the Community Grants Scheme. A Budget of £71,130 has been set for 2004/05.

Combined HRA and General Fund Housing Capital Expenditure

The following programme has been proposed:

	2004/05 £000	2005/06 £000	2006/07 £000	Total £000
Expenditure				
Council Housing	10,175	10,655	11,120	31,950
DFGs	500	500	450	1,450
Other improvement grants	250	250	250	750
Other	13	13	13	39
Total proposed expenditure	10,938	11,418	11,833	34,189

Funding				
Capital Receipts	7,871	7,580	8,046	23,497
Major Repairs Allowance	3,010	3,045	3,044	9,099
Grants and Contributions	44	30	30	104
Revenue (General Fund)	13	763	713	1,489
Total proposed funding	10,938	11,418	11,833	34,189

Summary of Council Expenditure in 2002/3

General Fund 2002/3

Net services expenditure	£000
Homelessness etc	429
Grants to Voluntary Sector Agencies	22
Private Sector Housing Renewal (Improvement Grants and Agency Services)	96
Development (RSL support Development, Strategy etc)	362
Other services	11

Housing Revenue Account 2002/3

	£000
Total HRA Expenditure	42,527
Total HRA Income	42,697
(Surplus)/Deficit	(170)
HRA Balances at 01.04.02	(3,459)
HRA Balances at 31.03.03	(3,629)

Capital Spending 2002/3

	£000
HRA	10,113
General Fund	5,311
Total Housing Capital Expenditure	15,424
Plus capital financing adjustment	189
Total expenditure to be funded	15,613
Funding	
Capital Receipts	11,595
Major Repairs Allowance	2,938
Specified Government Grant re DFGs	221
Other Grants and Contributions	76
General Fund Revenue	783
Total Funding	15,613

Chapter 9: Implementing and Monitoring the Strategy

Strategic and Decision Making Processes

Strategic decisions are referred to the *Portfolio Holder for Housing* for decision, and, where necessary, to the Cabinet or Council

The Strategy is monitored at Sub Regional level by the multi-agency Sub-Regional *Affordable Housing Steering Group*. Many of the priorities of the strategy are also those of the Local Strategic Partnership.



Tenants open day 2003

Performance Management

Annual priorities are set by members, in accordance with the Council's key objectives. These priorities are used to determine resource allocation through the budget process, and in particular through annual Continuous Improvement Plans for each service.

Best Value Reviews have been important in managing performance, and in particular in addressing failing services (e.g. homelessness, which has improved dramatically since its review in 2000). At the present time, the Council is preparing for a Comprehensive Performance Assessment (CPA) by the Audit Commission in March 2004, and the programme of future BV reviews will be reconsidered in the light of the CPA.

Whilst some services have carried out rigorous staff appraisals, this has not been corporate policy; but a new performance appraisal system for 2004/05 will specifically link individual objectives to the priorities of their service, and the corporate objectives.

A county-wide **BVFSR of sheltered and extra sheltered housing** has commenced in 2003 and will be completed in Spring 2004. A timetable and services to be covered by the review have been agreed.

A Supporting People review of the Home Improvement Agency is underway, and further SP reviews are planned for future years.

Organisational Learning

As part of the review and CPA process the Council seeks to be a learning organisation. For example; The Council has used the lessons from Cambourne to influence the planning of future large settlements e.g. selecting a consortium with a single lead RSL who will act as the partner in negotiations: setting a partnership agreement with Cambridge City Council which will span a number of developments, not simply one site; improvements to the effectiveness of section 106 agreements; review of the use of discounted market housing which proved unaffordable at Cambourne.

Satisfaction Surveys

As part of the monitoring of the Council's performance, service users are consulted through customer satisfaction surveys to ensure service delivery at ground level. A corporate satisfaction survey is undertaken every three years relating to all services that the Council provides. Specific questions relating to the housing service and the importance of affordable decent housing are included. A survey has recently been undertaken, the results of which are being collated and will be published in the South Cambs Magazine and on the website. The outcomes will continue to help identify the Council's Corporate Objectives and priorities.

Following a survey carried out on behalf of the Local Strategic Partnership, residents indicated the provision of affordable housing as a major concern and as such has been identified as one of the key priorities for the LSP.

Other satisfaction surveys are continuously monitored to ensure the effectiveness of specific services and highlight areas for improvement. These are reported to the Housing Portfolio Holder on a quarterly basis and include:

- Responsive Repairs
- Property Sales
- Exit Surveys for temporary accommodation (reported to the Homeless Review Steering Group)

The majority of satisfaction surveys are incorporated into the reporting of the Performance Indicators.

Benchmarking

Performance Indicators are benchmarked against national figures only. Housing PIs show some areas, especially homeless decision times, still needing improvement: resources have been dedicated to this team for 2004/05 to address this, following the homelessness review in 2003.

	2001/2	2002/3	2003/4 estimate/target	Benchmark All Districts 2002/3 Top Quartile
BV184 Proportion of LA homes which are non-decent		18.9%	15%	20%
BV185 percentage of non emergency responsive repairs for which appointment made and kept		77%	95%	57%
SH 301 % non urgent repairs completed on time	72%	70%	88%	
SH 309 Local PI percentage of urgent repairs completed within govt time limits completed on time	93%	89%	94%	
SH 308 Local PI – Average Relet time	66 days	42 days	35 days	
BV 66a – Proportion of rent collected	97.8%	98.4%	98.6%	98.7%
BV 75 Satisfaction of tenants with opportunities for participation in management (last survey carried out in 2000/01, new survey currently ongoing – results due March/April 2004)	54%	54%	60%	69%
SH 316 % of homelessness applications on which the authority makes a decision and issues written notification to the applicant within 33 working days	76%	75%	85%	
No of rough sleepers	A Rough Sleeper Count was carried out in 1999, none were found within the District on that particular day A survey to all Parish Councils in March 2003 did not identify any rough sleepers			
BV 74 Satisfaction of tenants with the overall housing service (last survey carried out in 2000/01, new survey currently ongoing – results due March/April 2004)	87%	87%	88%	86%

LIST OF APPENDICES

	Pages
Appendix 1 – Associated documents and how to find them	53-54
Appendix 2 – Key Contacts	55
Appendix 3 – Action Plan for the Housing Service	56-63
Appendix 4 – List of Schemes for Development 2004-2006	64-65
Appendix 5 – List of Partner Organisations	66
Appendix 6 – Glossary of Terms and Acronyms	67-70

Appendix 1: Associated Documents and how to find them

	Available from: -
South Cambridgeshire's Medium Term Strategy	www.scambs.gov.uk or from South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA
Medium Term Financial Strategy and Capital Plan	www.scambs.gov.uk or from South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA
Sustainable Communities Plan	Office of the Deputy Prime Minister, www.odpm.gov.uk
Regional Planning Guidance Note 6 for the East of England, November 2000	www.go-east.gov.uk/docbank/RPG6.pdf
Cambridgeshire County Structure Plan	www.camcnty.gov.uk
South Cambridgeshire Local Plan	www.scambs.gov.uk or Caroline Roberts, Development Services, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA
The Regional Housing Strategy for the East of England	GO EAST Eastbrook, Shaftesbury Road, Cambridge CB2 2DF Website: www.go-east.gov.uk Tel: (01223) 372500 / Fax: (01223) 372501
Cambridge Sub-Regional Housing Strategy	www.huntsdc.gov.uk – see the Housing Services pages
Housing Revenue Account (HRA) Business Plan	Kari Greaves, Shire Homes, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01223 713050 Email: Kari.greaves@scambs.gov.uk
South Cambridgeshire Private Sector Stock Condition Survey, carried out by PPS, 2003	Iain Green, Environmental Health dept, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713209 Email: iain.green@scambs.gov.uk
South Cambridgeshire Housing Needs Survey , carried out by Fordham Research, published February 2003	www.scambs.gov.uk or Julie Fletcher, Housing Services Officer, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713352 Email: julie.fletcher@scambs.gov.uk
Cambridge Sub Region Key Worker Housing Research , carried out by Roger Tym and partners, (Planners and Development Economists) Draft published July 2003	Housing Strategy Manager, Hobson House, 44, St Andrews Street, Cambridge CB2 3AS; 01223 457842
Cambridge Sub-Region Housing Needs Survey , carried out by David Couttie Research Associates, to report Autumn 2003	Julie Fletcher, Housing Services Officer, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713352 Email: julie.fletcher@scambs.gov.uk
Homelessness Strategy (2003)	Trish Reed, Housing Advice Manager, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713044 trish.reed@scambs.gov.uk

Appendix 1

	Available From:
HECA report	Iain Green, Environmental Health dept, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713209 Email: iain.green@scambs.gov.uk
South Cambridgeshire Improving Health Plan 2003-2006.	Iain Green, Environmental Health dept, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713209 Email: iain.green@scambs.gov.uk
South Cambridgeshire Health Profile	Iain Green, Environmental Health dept, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713209 Email: iain.green@scambs.gov.uk
<i>House Prices In Cambridgeshire And Peterborough, 4th Quarter, Land Registry Data, 2003</i>	Data from www.landreg.gov.uk
<i>Delivery of Affordable Housing in the Cambridge Sub Region, Three Dragons with De Montfort University, 2003</i>	Head of Housing Strategy, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 714151
<i>Implementing the Cambridge Sub-Regional Strategy, 2003, Roger Tym and Partners</i>	Cambridgeshire County Council, Shire Hall, Cambridge
<i>Programme of Works</i>	Kari Greaves, Shire Homes, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713050 Email: Kari.greaves@scambs.gov.uk
<i>Performance Monitoring Reports for Housing Services</i>	Julie Fletcher, Housing Services Officer, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713352 Email: julie.fletcher@scambs.gov.uk
<i>Benchmarking Information for all Council Services</i>	Paul Swift, Policy & Performance Review Manager, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713017 Email: paul.swift@scambs.gov.uk
Community Safety Strategy	www.scambs.gov.uk Tara Edwards, Community Safety Officer, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA - Tel: 01954 713344 Email: tara.edwards@scambs.gov.uk
<i>Anti-Social Behaviour Strategy</i>	Theodore Menelik Mfuni, P Officer, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridgeshire CB3 6EA Tel: 01954 713358 Email: theodore.menelik.mfuni@scambs.gov.uk

Appendix 2: Key Contacts

Suzanne McBride
Head of Housing Strategic Services
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

Tel: 01954 713351

Email:

suzanne.mcbride@scambs.gov.uk

Kari Greaves
Head of Shire Homes
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

Tel: 01954 713050

Email: kari.greaves@scambs.gov.uk

David Hussell
Director of Development Services
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

Tel: 01954 713151

Email: david.hussell@scambs.gov.uk

Steve Hampson
Director of Housing & Environmental
Services,
South Cambridgeshire District Council
South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB3 6EA

Tel: 01954 713020

Email: steve.hampson@scambs.gov.uk

Appendix 3: Action Plan for the Housing Service 2003-2005

The Four Headline Corporate Objectives are:-

1. **High Quality, Accessible, Value for Money Services**
2. **Quality Village Life**
3. **A sustainable future for South Cambridgeshire**
4. **A better future through partnership**

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Actions from the 2002/3 strategy						
Complete a District-wide Housing Strategy	2003	Joint study with Camb. City & East Cambs. carried out. Contribution made to the Local Plan and close joint working with sub-regional partners achieved during 2002/3.		GF and Partners' Resources	1,2,3	SMcB TMM
Carry out Housing Needs Studies in the area	2003	Study for SCDC and the region and key worker study completed last summer (2003) both informed the current strategy review (2003-05).		GF	3,4	SMcB TMM
Starter Homes Initiatives phase I&II	disbanded	This service as now been abandoned.	Insufficient take up	Housing Corp	1,3	MS
Review Cambourne Partnership	2003	Performance indicator agreed and first monitoring report produced.		GF Housing Corp Partners' Resources	1,4	MS
Conduct a private stock condition survey to improve management & Maintenance of the stock.	2003	Stock condition survey completed in 2003. 8,900 properties (19%) out of 47,300 were deemed to have problems.		GF	1,2,3	DR
Conduct a Council stock condition survey	2003	Stock condition survey completed and initiatives undertaken to deal with properties deemed unfit in line with the decent homes standards policy		HRA	1,2,3	KG
Develop HRA Asset Management Strategy	2003	Strategy developed and now part of the Business Plan		HRA	1	KG

* Refer to key on page 63

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Develop an Empty Homes Strategy	2003	Strategy completed, adopted by members and published		GF Partners' Resources	1,3,4	TMM
Develop a Community Development Strategy	2003	Strategy completed and approved by Community Services PH		GF Partners' Resources	2,3,4	SMCl
To constantly improve the % of completed adaptations to the private sector stock that meet needs & expectations	2003	The target was 95% and 99% of works completed met the standard required.		GF	1	MN
Develop a Homelessness Strategy	2003	This was a requirement under the Homelessness Act 2002		GF ODPM	1,3,4	TR
Improve the response rate of queries to the HIA		It now takes just over 3 weeks to deal with queries.		GF	1	MN
Establish a full Local Strategic Partnership	2003	Board now in place and Community strategy agreed		GF Partners' Resources	1,2,3,4	SMCl
Develop & implement initiatives to address the agreed priorities for SCDC within the HIMP for 2002	2003	This year emphasis will be placed on: Falls, home exercise, fuel, poverty, energy efficiency, fitness & health and physical activities		GF	2,3	IG
Outstanding/ Ongoing Actions from 2003 to be completed in 2004						
Develop Key Worker Housing Policies	2004	Sub-region Housing Group currently working to develop these policies.		Not yet clarified as this will depend on members agreement	1,3,4	DL
Develop the Low Cost Home Ownership Administration system	Completed January 2004	Development of a joint register of applicants with Camb. City. Investigation of the feasibility of developing a joint database to be completed by end August 2004.		HRA Partners' Resources	1,4	KB
Establish procedures & IT systems for Housing & Environmental Services maintenance	2004	Implementation delayed pending an organisational review to be carried out by external consultants after the arrival of the new housing director		HRA	1,4	KG

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Agree upon a pilot scheme to assess working arrangements	2004	As above		HRA	1	KG
Consistently reduce the re-let time of empty/void Council properties	2004	At present it takes 42 days before a vacated property is ready for habitation. The new target for this year is 35.		HRA	1,3,4	PG
Introduce a repairs appointment system for all areas	2004	This is only available in the South area. It is anticipated that the system will be up and running in all area by the end of 2004		HRA	1,3,4	KB
Reduce the average stay in B&B and Hostels for homeless people	2004	Homeless households now spend 5 wks in B&Bs and 36 wks in hostels on average. Further improvements required		GF	1,2	TR
Speed up the decision making process for homelessness applications	2004	The agreed target is 85%. 83% of applications were completed within 33 days last year.		GF	1,3	TR
Reduce the number of households in B&Bs	2004	The target is 4. On average there were 5 households in B&B for 2003/04/ Target for no families in B&B was met early		GF Partners' Resources	2,3	TR
Reduce the number of properties used in Cam. City	2004	The target is 3 by April 04 and zero by April 05. At the end of March 04 there were 4 properties within the City.		GF Partners' Resources	1,2,3	TR
Key priorities for 2004						
Review capital resources available for new affordable housing	2004	Linked to stock options		GF	1,3	DL
Undertake further research on the housing needs of disadvantaged groups in South Cambs and provide support to country/regional research initiatives	2004	Looking at BME issues in 2004 in order to develop policies capable to foster social cohesion but also ensuring that the housing needs of all our communities are comprehensively addressed.		GF	1,2,3	DL
Continue to use planning policies to maximise sites and work with RSL's and other partners for the delivery of affordable housing in the district and on a regional/sub-regional basis	2004	(see list of sites in appendix 4)		GF Partners' Resources	3,4	CH

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Establish a Sub-Regional delivery plan and a delivery vehicle for affordable housing	Completed Jan 2004	To be established by early 2004.		GF Partners' Resources	1,3,4	DL
Continue to develop relationships with RSL and other partners	2004	Through regular contact and the South Cambs Housing Partnership		GF Partners' Resources	4	MS
Complete a stock options review, including consultation with service users about future management options of Council housing	2004	All Councils are required to carry out consultation on stock options by 2005.	The outcome of the Review will affect future strategic options and resources available to support both new housing and Council homes	HRA	1	KG
Complete investigations on options for refurbishment of the Windmill Estate (non-traditional homes) and agree a way forward with tenants and occupiers	2004	Subject to Cabinet decision as Housing Association unable to finance the all project alone		HRA Partners' Resources	1,2,3,4	MS
Consistently reduce the number of empty homes in the District and consulting councillors on the needs to support compulsory purchasing orders	2004	Power to compulsory purchase extreme category properties to be sought.	Major problems in getting accurate data have been identified and further consultation both with IT Dpt and Env.Health to take place by end of May early June	GF Partners' Resources	1,	DR TMM
Publish a landlords newsletter at least once year and use the South Cambs Magazine to encourage landlords to use the Housing advice Service	2004	City Council to publish a newsletter that South Cambs can utilise and publish articles – to be published June 2004		GF	1	TR
Increase accommodation available for homeless people through the private sector	2004	Rent Deposit Partnership Scheme assisted 22 households in 2003/04 to find own private rented accommodation		GF Partners' Resources ODPM Funding	1,4	TR TMM RSL partners

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Pro-active work on private sector initiatives to improve the health and housing of residents in South Cambridgeshire	2004	Develop a private sector renewable strategy		GF Partners' Resources	3,4	IG
Launch a Healthy Homes referral project, working with the PCT	2004	Considerable training of frontline staff will be required for this initiative to work effectively		GF	1, 2, 4	IG
Increase resources to the HIA to deal with backlog of cases delayed by the need for OT assessment	2004	Use fast track grants and temporary adaptations to reduce delayed discharges		GF	1	MN
Improve the provision of Sheltered Housing schemes at Whittlesford		Due to local objections this project has been delayed pending a consultation to be undertaken in 2004		HRA	1,2,3	CC
Develop methods of communication with sheltered housing residents		This will form part of the above consultation		HRA	1,2,3	CC
Complete a BVR of sheltered housing and support the development of extra care in the district	June 2004	The BVR may identify further opportunities for halfway housing or hospital discharge schemes		HRA	1, 3	KG
Consider the needs and support for vulnerable households including those with long term mental health problems	2004	Participate and contribute to the mental health review to be completed by Feb. 2005.		GF	1,2,3,4	DL
Participate in pathways project, to learn about including disabled people in designing new communities	2004	A Disability Register for those requiring housing and of adaptations to social stock to be implemented		GF	3	MS KG TR DR DL SMcl TMM
Carry out, with partners, a full range of actions to improve services to homeless people, as outlined in the Homeless Strategy	2004	(see Homelessness Strategy)		GF Partners' Resources	1,2,3,4	TR
Plan sustainable development of the new community of Northstowe		Complete planning stage in 2004-5		GF Infrastructure Partnership	1,2,3,4	CH

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
Reduce by 100% the number of unfit properties and meet the decent homes standards by 2006		Following the stock condition survey, a programme has been agreed to deal efficiently with all properties identified as unfit.		HRA	1,2,4	DR
Develop and Anti-Social Behaviour practical guide and working protocol with RSLs	Completed Feb 2004	The guide has been completed and published. It is also available on the Council website and will be distributed to all South Cambs parishes. The next step will be to develop a protocol with all partners to ensure it's effectiveness.		GF	2,4	TMM TE SMCl
Conduct, with partners, research into the accommodation needs of Travellers	2004	Survey to start in the autumn 2004 and will be completed in summer 2005.		GF Partners' Resources	2,3,4	DL
Organise a tenants' open day in the South area		This task has now been taken over by the Tenants Participation Officer appointed late 2003 and it is anticipated that the next meeting will take place on 4 th Sept 2004.		HRA	1,2,4	TC
Establish residents groups in all appropriate areas		So far 4 groups have been established in the following areas: - Cottenham - Waterbeach - Brickhills/Wilford Furlong, Willingham		HRA	1,2,4	TC
Establish a robust monitoring and consultation with all stakeholders involved in the Housing Strategy	2004	Housing Strategy to be monitored through the South Cambs Housing Partnership & Tenant Participation Group, as well as updating Action Plan with internal & external organisations		GF	1,2,3,4	TMM
Conduct a major tenants satisfaction survey		It is anticipated that the survey will be completed by May 2004		HRA	1,2	KG
Use the Housing Partnership for regular stakeholder reviews of the Housing Strategy and integrate this Strategy with the LSP	2004	System to be developed so that these meetings are held at regular intervals.		GF Partners' Resources	1,2,3,4	DL
Lead on the review of the Sub Regional Housing Strategy, to inform the Regional Housing Strategy	2004	1 st draft completed and it is anticipated that final document will be ready by Sept 2004		Partners' Resources GF	3,4	DL

Action	Completion date	Target/Outcome/Key Milestones/Results	Critical success factors	Resources *	Corporate medium term objective	Lead * officer
<u>Key priorities for 2005 – 2007</u>						
Deliver programme for sustainable housing in new settlements	2004			GF Partners' Resources	1,2,3,4	MS DC
Council housing to meet the Decent Homes target by 2006	2006			HRA	1, 3	KG
Commence construction of Northstowe	2006			GF Partners' Resources Housing Corp	1	DC CH
Develop more affordable housing at Cambourne	2006			GF Partners' Resources Housing Corp	1,2,3,4	SL
Identify locations for supported cluster flats for people with mental health problems who have low to medium support needs	2006			SP Fund GF	2, 4	DL
Identify locations and funding for supported accommodation for victims of domestic violence	2006	This will be dependent on Cambridge Women Women's Aid receiving Supporting People funding		GF SP Fund	2,3,4	DL
Carry out research/analysis to support the development of affordable housing policies in the Local Development Framework	2005			GF Partners' Resources	2,3,4	DL TMM MS
Complete the analysis of the more detailed information from the 2001 census as it becomes available	2005			GF	3,4	TMM DL JF

KEY			
Resources		Lead Officer	
GF	General Fund	CC	Celia Chappell – Sheltered Housing Manager
HRA	Housing Revenue Account	CH	Caroline Hunt – Principal Planning Officer (Housing)
Hsg Corp	Housing Corporation Funding	DC	Don Cook – Partnership Project Officer (Affordable Housing)
ODPM	Office of the Deputy Prime Minister	DL	Denise Lewis – Head of Housing Strategic Services
SP Fund	Supporting People Funding	DR	Dale Robinson – Chief Environmental Health Officer
		IG	Iain Green - Environmental Health Officer (Promotions and Campaigns)
		KB	Kelvin Belcher – Business Systems Manager
		KG	Kari Greaves – Head of Shire Homes
		MN	Maureen Nudds – HIA Project Co-ordinator
		MS	Mike Sugden – Development Manager
		PG	Pauline Gardner – Housing Manager
		SL	Sarah Lyons – New Village Development Officer
		SMcB	Suzanne McBride – Head of Housing Strategic Services
		SMcI	Simon McIntosh – Head of Community Services
		TC	Tracey Cassidy – Tenant Participation Officer
		TE	Tara Edwards – Community Safety Officer
		TMM	Theodore Menelik-Mfuni – Housing Policy Officer
		TR	Trish Reed – Housing Advice/Homelessness Manager

Appendix 4: Schemes Identified for Development 2004-2006

Schemes receiving ADP Housing Corporation Funding for 2004-2006

Village	Number of homes	Grant Received £
<u>Granta Housing Society</u>		
Oakington, Cambridge Road	3	72,980
Willingham, Manor Farm	22	618,512
Balsham, High Street	2	93,635
<u>Nene Housing Society</u>		
Over, Cox's End	5	381,250
<u>Circle 33 Partnership</u>		
Cambourne, site GC20	26	1,194,734
<u>Flagship Partnership (Cambridge Housing Society)</u>		
Melbourn, Norgetts Lane	5	310,000
Melbourn, New Road	20	420,000
Duxford, Laceys Way	6	270,000
Lt Wilbraham, Rectory Farm	3	120,000
Fowlmere, Rectory Lane	4	220,000
Fowlmere, Thriplow Triangle	10	280,000
Fen Drayton, Manor Farm	4	155,000
<u>The Guinness Trust</u>		
Swavesey, Whitton Close	20	724,161
<u>100 Houses Society</u>		
Bourn, Rockery Farm	9	628,000
Linton, Chalklands phase 2	10	550,000
<u>Bedfordshire Pilgrims Housing Association</u>		
Papworth, South Park	36	1,424,000
Steeple Morden, Jubilee Close	10	581,725
Oakington, Coles Lane	11	459,000
Bassingbourn, Knutsford Road	10	705,000
Papworth, Leonard House (Key Worker)	13	374,000
Papworth, B4 site (Key Worker)	8	50,000
Papworth, South Park (Key Worker)	4	66,570
Homebuy scheme	12	575,000
	253	10,273,567

Appendix 4: Schemes Identified for Development 2004-2006

Schemes that were not successful in the ADP Bid Round 2004-06

Airey redevelopment, phase 1 (5 sites)	85 units
Cambourne, Phase 2	206 units
Cambridge Northern fringe (West)	135 units (270 inc Cambridge City Council units)
Comberton, Barton Road	7 units
Coton, Silverdale Avenue	15 units
Cottenham, Rampton Road	6 units
Duxford, Hunts Road	7 units
Girton, Wellbrook Way	42 units
Guilden Morden	3 units
Great Chishill, Heydon Road	14 units
Histon, Kay Hitch Way	12 units
Linton, Flaxfields	4 units
Linton, Flaxfields, Extra care scheme	33 units
Little Wilbraham, Rectory Farm	3 units
Longstowe, Haddows Close	1 unit
Meldreth, Elin Way	10 units
Sawston, Lynton Way	26 units
Waterbeach, Waddelows Road	1 unit
Whaddon, Pickering Farm	8 units
Willingham, Wilford Furlong	1 unit
	<hr/>
	619 units

Appendix 5: List of Partner Organisations

Partnerships

Many issues are decided jointly with key partners, including many standing partnerships. These include:

The Local Strategic Partnership is between the Council and the following:-

- South Cambridgeshire Housing Partnership
- Community Safety Partnership
- Improving Health Partnership
- Community Legal Services Partnership
- Supporting People decision making group
- Cambridge sub- regional partnership
- Homelessness
- County Council
- Police & Fire Authority
- Primary Care Trust
- Cambridge Assoc of Local Councils
- Greater Cambridge Partnership
- Cambridgeshire Acre
- Anglian Water
- David Ball Group
- Communications
Easynet, AOL, NTL, Easynet
Dial Pipex
- Directions Plus
- Marshalls Aerospace
- Cambridgeshire Ecumenical Council
- Village Colleges
- South Cambs Youth Parliament

List of organisations represented at strategy consultation, January 2004

District Councillors

Cllr Bryant
Cllr Bullman
Cllr Collinson
Cllr Mrs Heazell
Cllr Murfitt
Cllr Mrs Smith
Cllr Spink
Cllr Summerfield
Cllr Wherrell
Cllr Wyatt

Internal Staff

Tenant Participation Officer
Head of Shire Homes
Environmental Health Officer (Campaign & Promotion)
Director of Housing & Environmental Services
Chief Environmental Health Officer
Director of Development Services
Head of Housing Strategy
Housing Advice/Homelessness Manager
Housing Policy Officer
Housing Services Officer

Health Representatives

Occupational Therapy – Social Services
South Cambs Primary Care Trust

Housing Associations

Bedfordshire Pilgrims Housing Association
Cambridge Housing Society
Circle 33
Flagship
Granta Housing Association
Hereward Housing
King Street Housing Society
Nene Housing Association
Papworth Trust
100 Houses

Tenant Representatives

Mrs J. Curtis
Mrs H. Ballantyne
Mr A. Booth
Mr & Mrs Franklin
Mrs H. Kember
Mr D. Percival
Mrs Pitches
Mr H. Renshaw
Mr & Mrs A. Sadler
Mrs E. Smeaton
Mrs S. Weight

Appendix 6: Glossary of Terms and Acronyms

ADP	Approved Development Programme – funding agreed annually by government for investment in social housing. Most is handled by the Housing Corporation.
ASB	Anti-Social Behaviour – sub-criminal behaviour which may attract sanctions available to local authorities and the Police under the Anti Social behaviour legislation which is currently being considered by the House of Lords (2003).
B&B	Bed and breakfast accommodation – used for emergency accommodation for homeless people. Will only be used for families in emergencies from March 2004.
Beacon Council	The Government is working with local government, and in particular with the Local Government Association and the new Improvement and Development Agency, to help manage, motivate and facilitate change and to modernise Local Government. The beacon scheme will be a key element of this. Councils are awarded beacon status for areas in which they can demonstrate outstanding performance.
BME	Black and Minority Ethnic
BPHA	Bedfordshire Pilgrims Housing Association
BV	Best Value is a commitment in the Programme for Government. The policy objective is to modernise local government management and business practice so that local authorities can deliver better, more responsive public services. Best Value is about: Pursuing continuous improvement; <ul style="list-style-type: none"> • Achieving a balance between quality and cost; and Improving accountability by being more responsive to stakeholders
BVFSR	Best Value Fundamental Service Review – a review of a whole service, looking at all ways of providing the service and investigating which is the most effective. These reviews are carried approximately on a five year cycle.
Cambridge Landlords Forum	A discussion forum for Private Landlords in Cambridge.
Cambridge Sub-Region	Alliance of local authorities around the Cambridge area, working in partnership to address the housing and planning needs of the region as a unit. The local authorities are:- Cambridge City, East Cambs DC, Fenland DC, Forest Heath DC, Hunts DC, St Edmundsbury and South Cambridgeshire
Cambridge Sub-Regional Affordable Housing Working Group	The local authorities listed above work together as the AHWG to lobby for resources to increase the provision of affordable housing in the region.

CPA	Comprehensive Performance Assessment – a framework used by the Audit Commission when inspecting a local authority’s performance. A CPA will look at an aspect of a Council’s services in detail and award a rating for the Council’s performance.
Decent Homes	A standard set by government for social housing. Decent homes includes targets for insulation properties of a building and the condition of kitchens and bathrooms.
DSO	Direct Services Organisation – a part of a local authority which provides services to the rest of the authority, This part may or may not be operating as a separate business unit.
Eco-homes	Eco-homes standards cover matters such as access to public transport, proximity to local amenities, eco-labelling of white goods, provision of external space and the ecological value of the site which are outside the remit of the Building Regulations. Details can be found on the ODPM web site.
EAGA	Energy Action Grants Agency
HIA	Home Improvement Agency – Established in March 2001 in partnership with Cambridgeshire Social Services to assist elderly and disabled people in the private sector to access the necessary support to improve their housing and ensure it is suitable for their needs.
HA	Housing Association – usually a registered social landlord but may be an independent or charitable housing association.
HC	Housing Corporation – a quango which regulates the activities of Registered Social Landlords and administers funding, especially ADP funding for development.
HMO	House in Multiple Occupation – a term used for a single building which is being let as separate units, bedsitters or similar. There will be several separate tenancies within an HMO.
HRA	Housing Revenue Account – the account which deals with the rent and service charge money paid by Council tenants and leaseholders, and pays for management and maintenance services. This has to be kept separate from other funds, such as the general fund (Council tax) by law.
Key worker	“Key worker” refers to government-sponsored schemes for providing affordable housing for certain categories of public sector workers, especially police, teachers, fire service personnel and health service workers. Each region is able to define its own key workers within certain limits.
LA	Local Authority

LASHG	Local Authority Social Housing Grant – LAs were able to claim social housing grant directly for schemes, usually built by RSLs. This has now ended and Social Housing Grant will be administered through the Regional Housing Boards and directly by the Housing Corporation.
Local Plan	Local Plans set out detailed policies and site-specific proposals for the development and use of land and guide its day-to-day decision making on planning applications. Policies in the plan set out criteria which are used to judge whether planning applications should be allowed, and those relating to individual sites give a positive lead on the type of development that will best assist in the practical implementation of the plan.
Lifetime Standards Homes	In 1991 the Lifetime Homes concept was developed by a group of housing experts who came together as the Joseph Rowntree Foundation Lifetime Homes Group. Lifetime Homes have sixteen design features that ensure a new house or flat will meet the needs of most households. This does not mean that every family is surrounded by things that they do not need. The accent is on accessibility and design features that make the home flexible enough to meet whatever comes along in life: a teenager with a broken leg, a family member with serious illness, or parents carrying in heavy shopping and dealing with a pushchair.
LSP	Local Strategic Partnership - a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors. They aim to tackle deep-seated, multi-faceted problems, requiring a range of responses from different bodies. Local partners working through a LSP will be expected to take many of the major decisions about priorities and funding for their local area.
MRA	Major Repairs Allowance – an allowance which is paid to the Housing Revenue Account to cover the cost of major works to the Council's own Housing Stock – the MRA is contained in the HRA Business plan.
MTFS	Medium Term Financial Strategy - The Medium Term Strategy (MTS) is the Council's key financial planning document. It sets out, and considers the implications of, the Medium Term Objectives and priorities approved by the Council.
ODPM	Office of the Deputy Prime Minister – the government department which regulates matters to do with public housing and housing development.
ONS	Office for National Statistics - a government department which publishes statistical information, including the results of the census. See the web site www.nationalstatistics.gov.uk

OSM	Off-Site Manufacture - refers to modern building techniques in which significant parts of the building are pre- manufactured off-site and assembled on-site.
PCT	Primary Care Trust – are free standing, statutory bodies which are responsible for delivering better health and better care to their local population. They have their own budget for local healthcare, and are able to employ staff, develop new integrated services for patients and directly provide a range of community health services.
PVCu	PVCu is a highly insulate material used for window frames, which benefits from little or no external maintenance.
PPG3	Planning Policy Guidance Note 3 – refers to central government policy which allows local authorities to require certain types of development on certain sites, or to require a contribution to housing or other specified type of development elsewhere when a site is developed.
RPG	Regional Planning Guidance sets out the broad strategic policies at the regional level for matters that apply across the whole region or parts of the region, and which need to be considered on a scale wider than that of a single strategic planning authority.
RRO	Regulatory Reform Order -Regulations governing the allocation of grant funding which replaced the Housing Act 1985 and the Housing Grants Construction and Regeneration Act 1996 in 2002.
RSL	Registered Social Landlord – a Housing Association or Local Housing Company registered with and regulated by the Housing Corporation, providing social rented and other low cost housing.
SHI	Starter Homes Initiative – government-sponsored scheme aimed at helping key workers to buy homes in areas where high prices would otherwise prevent them from living in or near the communities they serve.
SOFA	Sharing Offered Furniture Around – Cambridge SOFA is a furniture recycling schemes which has grant support from the Council – Tel: 01223 576535.
Structure Plan	A strategic framework for future land use and developments in the County.