

15 September 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 07.09.22

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# Housing & Health Advisory Committee

## Membership:

Chairman, Cllr. Maskell; Vice-Chairman, Cllr. Harrison  
Cllrs. Bonin, Bulford, Dr. Canet, Clack, Penny Cole, Perry Cole, G. Darrington, Edwards-Winsler, Esler, Griffiths and Harrison

## Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. <b>Minutes</b> To agree the Minutes of the meeting of the Committee held on 6 June 2022, as a correct record.		
2. <b>Declarations of Interest</b> Any interests not already registered		
3. <b>Actions from Previous Meetings</b>	(Pages 1 - 2)	
4. <b>Referrals from Cabinet or the Audit Committee</b>		
5. <b>Update from Portfolio Holder</b>		
6. <b>Health &amp; Wellbeing Action Team Half Year Report</b>	(Pages 3 - 22)	Kelly Webb Tel: 01732227474
7. <b>Mental Health Update</b>	(Pages 23 - 36)	Kelly Webb Tel: 01732227474
8. <b>Eligibility criteria for new affordable housing providers wishing to operate in the Sevenoaks District</b>	(Pages 37 - 44)	Liz Crockford Tel: 01732227482 Sharon Donald Tel: 01732227131

- |     |   |                 |  |
|-----|---|-----------------|--|
| 9.  | <b>Housing Strategy 2022 - 2027 Action Plan</b> | (Pages 45 - 66) | Liz Crockford<br>Tel: 01732227482<br>Sharon Donald<br>Tel: 01732227131 |
| 10. | <b>Work Plan</b>                                | (Pages 67 - 68) |  |

**EXEMPT INFORMATION**

At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.

If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or [democratic.services@sevenoaks.gov.uk](mailto:democratic.services@sevenoaks.gov.uk).

**HOUSING & HEALTH ADVISORY COMMITTEE**

Minutes of the meeting held on 6 June 2022 commencing at 7.00 pm

Present: Cllr. Maskell (Chairman)

Cllr. Harrison (Vice - Chair)

Cllrs. Bonin, Bulford, Perry Cole, G. Darrington, Edwards-Winsor, Griffiths and Harrison

Apologies for absence were received from Cllrs. Dr. Canet, Clack and Esler

Cllrs. P. Darrington and Osborne-Jackson were also present.

Cllrs. Dickins and Grint were present via a virtual media platform which did not constitute attendance as recognised by the Local Government Act 1972.

51. Appointment of Chairman

Resolved: That Cllr. Maskell be appointed as Chairman of the Advisory Committee for the year 2022/2023.

(Cllr. Maskell in the Chair)

52. Appointment of Vice-Chairman

Resolved: That Cllr. Harrison be appointed as Vice-Chairman of the Advisory Committee for the year 2022/23.

53. Minutes

Resolved: That the Minutes of the meeting held on 17 January 2022 be approved and signed by the chairman as a correct record

54. Declarations of Interest

There were none.

55. Actions from Previous Meetings

There were none.

56. Referrals from Cabinet or the Audit Committee

## Agenda Item 1

### Housing & Health Advisory Committee - 6 June 2022

There were none.

#### CHANGE IN ORDER OF AGENDA ITEMS

The Chairman, with the Committee's agreement, brought forward consideration of item 8 - Quercus Housing - increasing the delivery of affordable housing in the Sevenoaks district (Minute 57).

#### 57. Quercus Housing - Increasing delivery of affordable housing in the district

The Chief Officer, People and Places presented the report which recommended that the Council approve £15 million to be drawn down by Quercus Housing over a 10-year period to deliver affordable housing in the district.

The report laid out that Quercus Housing remained ambitious in achieving the delivery of affordable homes in the Sevenoaks District and was seeking a longer term position to support this ambition and develop a project pipeline for the next 10 years. Quercus Housing had identified sites that were under development by the Council, including Stangrove, White Oak and Farmstead Drive, where Quercus Housing could acquire the affordable units.

An indicative pipeline of projects was discussed. Each site would be looked at on a scheme by scheme basis and subject to the usual due diligence, financial assessment and securing relevant permissions, such as planning.

Projects costs, financial viability assessment and borrowing requirements would be impacted by existing inflation levels and would therefore be undertaken on a site by site basis. Quercus Housing would benefit from an ongoing income stream on the assets that should increase in value over time which would reduce the overall risk.

Members asked questions of clarification and the Chairman used his discretion to allow the Chairman of the Finance and Investment Advisory Committee in attendance to address the Committee. The Chairman of the Finance and Investment Advisory Committee expressed a desire for an illustrative model of how the borrowing might be used in order to generate funds to pay the loans. It was explained that this would be completed on a scheme by scheme basis.

In response to questions Officers advised that any profits generated by Quercus Housing would be retained by Quercus Housing and utilised for further affordable housing. The business cases would be approved on a case by case basis as approved by the Quercus Housing Board in line with the business plan approved by the Quercus Housing Guarantor Board which was made up of Cabinet Members. This would then go to the Deputy Section 151 Officer and the Chief Executive. Officers emphasised that the cases would be considered individually and would have to be identified as affordable.

In response to questions it was confirmed by Officers that up to 45 units could be delivered in the 10 year timeframe. If more sites were viable on the proposed

funding model then additional funding may be looked into. Two developments had already been completed Gladedale House and 11-13 High Street, Swanley. The viability for the developments would be constantly assessed including land viability assessments and maintenance costs over a comprehensive timeframe.

Members discussed the importance of the affordable housing proposals and noted that the Council continued to work with other local housing providers and landlords. The proposals would provide another way to meet the demand for affordable housing. Members noted that the assets would ultimately be owned by the Council as the shareholder of Quercus Housing.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet to recommend to Council that

- a) a financial facility of up to £15m to be drawn down by Quercus Housing over a 10-year period from prudential borrowing obtained by the Council and to be used for the purpose of delivering affordable housing, be approved; and
- b) the Deputy S151 Officer in consultation with the Chief Executive be delegated authority, to agree the terms of any borrowing to be determined at the point of draw down.

#### 58. Update from Portfolio Holder

The Chairman and Portfolio Holder gave an update to the Committee.

The new Homelessness Prevention Manager and a new Head of Housing had been recruited and were welcomed by the Chairman.

11 to 13 High Street, Swanley had formally launched providing 15 new affordable units for the local community. Furthermore, a positive meeting had been had with Rockdale Housing regarding a potential joint venture at Abbeyfields, Riverhead.

The Rough Sleeper Initiative funding update would be presented to the meeting as a report on the agenda (minute 62)

The Better Care Fund allocation had been approved and SDC had been awarded £1,303,129. This was for the disability facility grants which created adaptations in the home for disabled residents.

The Homes for Ukraine Scheme had been introduced and as of 24 May, 125 homes had been inspected from a pool of 143 matched households. The Chairman and Portfolio Holder expressed his thanks to the team for their hard work.

The rural housing needs survey had been re-run from 9 May 2022 in Horton, Kirby and South Darenth.

## Agenda Item 1

### Housing & Health Advisory Committee - 6 June 2022

The Health Liaison Board met on 25 July, updates were provided on, among other things the Integrated Care Systems, Run- Walk- Push against dementia event and the Kent Health Overview and Scrutiny Committee.

Some concern was raised by a Member as to the Out of Hours Homelessness partnership with Centra and the processes that were utilised. The Chairman noted that the issue would be discussed as a later item on the agenda (minute 63). Officers asked that any service concerns Members had should be brought to them as soon as possible.

Members discussed parking concerns around 11 to 13 High-Street Swanley. It was raised that there was a negative result on the neighbouring trading estate. Officers confirmed that residents of the site had free parking permits nearby at Bevan Place and Officers were monitoring the situation. Any concerns could be reported to the Council. Members raised concerns about the parking problems being exacerbated by the Bevan Place site and noted that further consideration would be required once the new site was completed. The Chief Officer, People and Places identified that she would investigate the use of parking by residents of 11 to 13 High Street and feedback to members in response to concerns.

#### 59. Draft Housing Strategy 2022 - 2027

The interim Head of Housing presented the report which proposed the second draft of the Housing Strategy following consultation. Responses had been positive and there was good support for the proposed schemes. Areas of note included protecting the green belt, the type and quality of new housing, energy efficiency and the need for more affordable housing.

The themes contained in the draft Housing Strategy 2022 - 2027 were subject to public consultation between 14 February and 18 April 2022. Over 140 responses were received. It was considered that a broad range of participants responded to the consultation. Subsequent to the consultation, it remained the case that officers believed the themes of the Housing Strategy addressed the housing needs and aspirations of local people, whatever their background.

Members discussed the number of responses. Officers highlighted that the consultation had been publicised by the Communications team via Social Media and the Council's Magazine, Inshape among other places. Members discussed the possibility of posting out the consultation as pre-paid to stakeholders and residents so as to encourage further engagement. Officers suggested that the cost to this alternative would be great and the quality of response may not ultimately be improved. The cost to response ratio would have to be carefully considered. It was noted that consultation events had been held with members, town and parish councils, housing associations and voluntary sector organisations supporting homelessness. Historically, it had been difficult to generate feedback for Housing Strategy Consultations. It was suggested that should the strategy be recommended, Officers would present additional engagement figures to Cabinet to highlight the length and breadth of the consultation.

In response to questions it was emphasised that the Council's Housing Register Allocations Scheme 2022-27 which was to be considered on the agenda (minute

60), was a separate document and had generated more engagement as this had a more direct impact on residents and would generate a different, more immediate interest from respondents.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the Committee

- (a) note the feedback received from the public consultation;
- (b) consider and recommend to Cabinet that it be recommended to Council that the draft Housing Strategy 2022 - 27 be adopted

60. Sevenoaks District Housing Register Allocation Scheme 2022 - 2027

The Interim Head of Housing presented the report which outlined the Council's Housing Strategy Allocations Scheme. The report presented a second draft of the Housing Register Allocations Scheme 2022-2027, which had been refined in light of feedback received from a recent public consultation.

The Sevenoaks District Housing Register Allocations Scheme enabled the Council and its partners to work together to ensure that those in most need of affordable housing were prioritised. The Council operated a Choice Based Letting Scheme and the Housing Register Allocations Scheme set out a framework that described how to register, the assessment process and property allocation process. Over 500 responses were recorded including from Members, partners and key stakeholders. The Committee noted their thanks to all those involved in the consultation process.

A few respondents had commented on the difficulties faced by young people who wanted to move to their first independent home, but who were impacted by high property prices and rents combined with low wages/zero hour contracts. As was drafted, people sharing facilities (e.g. young people still living at home with their parents and sharing cooking and bathing facilities, who wanted to live independently), were not classed as having a housing need and were not eligible to join the Housing Register. Therefore, it was recommended that an additional category be added in Band D (low priority) and to create a Local Lettings Plan to give an element of priority, which would be agreed on a site-by-site basis, to this category of applicant on selected schemes.

The current scheme did not require applicants to disclose whether they were staff or Members of the Council or related to, partner of, or living with staff or Members of the Council. It was recommended that this requirement be introduced to protect the Council's interest and that of its employees and elected Members. It was recommended that their status be flagged on the Council's computer system, and failure to disclose this information could result in the application being suspended or cancelled as determined by the designated manager. It was also recommended that applicants for vacant pitches on the Hever Road traveller site were required to join the Housing Register, in the same way that all other

## Agenda Item 1

### Housing & Health Advisory Committee - 6 June 2022

applicants requiring housing assistance were required to do. It was suggested that a bespoke allocations policy be prepared for the letting of pitches on Hever Road.

Members discussed the proposal to retain a 'low priority' category band D. It was expressed that adding excess numbers of people onto the register would be unnecessary and have the potential to stretch the Council's resources. Officers confirmed that the long waiting times and low-priority status of young people living with their parents meant that younger, key-workers were discouraged from attaining a place on the register. The additional category would allow a small amount of those essential workers to gain a small percentage priority on the register which would help those younger key workers in high-value areas.

Officers confirmed that for clarity the local connection criteria would be re-iterated under the new band category.

Members discussed the need for a local connection requirement should a resident wish to join the housing Register. Residents could be left in limbo should they not be able to afford property within the Sevenoaks district despite being able to find affordable property outside the district. Officers outlined that the constraints of the District did cause problems in terms of the Green Belt and Housing development restrictions.

Members asked questions of clarification regarding the local connection criteria's effect on homeless inhabitants and temporary accommodation. Officers confirmed that the local connection criteria were correlated to a family member or previous home under homeless law. It was confirmed that the homelessness and allocations policies were separate. Applications for temporary accommodation and the housing register were established under separate legislation. The previous local connection criteria had been 6months. The new criteria had been extended to three years via employment and living which would encourage those that were committed to obtaining social housing. This also encouraged users to seek private accommodation. It was also emphasised that social housing demand outstripped supply.

Members asked clarifying questions as to the requirement to disclose working for or being related to Council employees. It was confirmed that this was recommended for the purposes of transparency to ensure fair claim to social housing. Officers suggested being mindful about a failure to disclose the information being subject to discretion for a period of three years to encourage users to come forward.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the feedback received from the public consultation be noted; and

- b) following consideration, it be recommend to Cabinet to recommend to Council that the second draft of the Sevenoaks District Housing Register Allocations Scheme 2022-2027 be adopted.

61. Sevenoaks District Council Out of Area Placement Policy

The Chief Officer People and Places presented the report which proposed the Council's Out of Area Placement Policy.

The demand for both temporary accommodation (TA) and settled accommodation was growing across the district with the number of applicants approaching the Council for resettlement support growing each year. Alongside the increase to local demand, the Council was also competing for both TA and longer-term accommodation with other districts and boroughs including unitary London Authorities, whom have a far more generous budget and funding streams than Sevenoaks District. There was a lack of available move on properties. These pressures led the Council to consider the manner in which resources were allocated based on household composition; community contribution including work and volunteering; and social and welfare needs. The proposed Out of Area Placement Policy set out how the Council sought to work with households based on their priorities, presenting needs and affordability in order to offer the most appropriate accommodation for both TA and through the Private Rented Sector as a longer-term housing solution.

Members discussed the report and asked questions of clarification.

It was confirmed that a financial incentives package was being looked at to encourage landlords to get involved. Private sector offers were encouraged to prevent homelessness and prevent residents getting stuck in temporary accommodation.

Members expressed some concern regarding vulnerable people being moved out of the area. It was confirmed that permanent relocation was possible for those that wanted it but that this was not an ideal solution and could cause problems long-term for residents if they wished to return. It was also confirmed that the Council kept track of temporary accommodation placements. Costs and duration were tracked. In-district accommodation was also encouraged with support being offered to those in temporary accommodation including schooling and transportation needs. Members also raised concern regarding the breadth of choice being provided for those with temporary accommodation needs.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet to adopt the Sevenoaks District Out of Area Placement Policy.

62. Rough Sleeper Initiative update

The Chief Officer People and Places presented the report which presented an update on the Rough Sleeper Initiative (RSI), a grant provided by the Department for Levelling Up, Housing and Communities (DLHUC) to local authorities to provide local support for people living on the streets.

The report provided an update on how the funding had benefitted the Sevenoaks District in the 12 months prior and provided an update on DLUHC's announcement of a fifth phase (RSI 5), which would cover the period 2022 - 2025. The deadline for bid submission was late February 2022 and the decision would be published following the Government embargo soon after.

Any interventions funded would be contained within the RSI funding envelope and no match funding or additional administration costs were required to accept and manage the funding. Successful outcomes would reduce future costs arising from repeat homelessness, and associated costs to the public purse from rough sleeping.

Members discussed the report and asked questions of clarification. Sevenoaks had a low number of rough sleepers. The previous rough sleeper count had observed only 1 person. The scheme also provided an array of outreach support for the complex difficulties faced by rough sleepers and single homelessness.

Resolved: That

- a) the key achievements in supporting rough sleepers in the Sevenoaks District as a result of receiving Rough Sleeper Initiative (RSI) funding in 2021-22, be noted; and
- b) the latest round of funding announced by the Government for the RSI and to outline the Councils submission bid for 2022 - 2025, be noted.

63. Homelessness out of hours service update

The Chief Officer - People and Places presented the report which gave an update to the Committee on the Council's contract with Centra to deliver the Council's homelessness out of hours service. Since October 2019, 135 calls were taken by the Out of Hours team which released increasing pressure on the Housing Advice team and provided continued support to residents out of office hours to find immediate emergency accommodation in line with legislation. The CCTV team took a weekly log of calls which were recorded for monitoring purposes along with internal Officer meetings. An on-call Housing Officer could be contacted by Centra in an emergency. The log was sent to Centra and the CCTV team in case of emergency.

Members expressed the importance of the out of hour's safety net. In response to questions Officers confirmed that during the initial months of the scheme in 2019, communications problems were identified but had been resolved since. Mental

health and social services support provided a challenge, but it was emphasised that from a homelessness perspective the scheme was working well.

In response to Member queries The Chief Officer - People and Places advised that any issues with the service should be reported to the team and would be looked into. Officers would review the reported incident and the contact information for the service in light of Member queries.

*Action 1: For the Chief Officer - People and Places to report back to the Committee with an update on an incident reported by a member on 22 May 2022 relating to a homelessness gentleman, which could not be resolved due to CCTV being unable to contact the homelessness out of hours service or on call housing officer.*

It was confirmed that the Housing team would pick up the problems from the Out of hours homelessness service during office hours and the two operated in unison. Discretion was used once users had been checked and their validity assessed for placement in accommodation.

#### Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that an extension to the current contract with Centra for a further three years to deliver the Council's homelessness out of hours service, be approved.

#### 64. To note minutes of the Health Liaison Board

Resolved: That the minutes of the Health Liaison Board held on 25 May be noted.

#### 65. Work Plan

The Work Plan was noted with the following additions:

#### **September 2022**

- Health and wellbeing action plan 2022/23
- Mental Health update
- Homelessness and Rough Sleeping Strategy

THE MEETING WAS CONCLUDED AT 9:09PM

CHAIRMAN

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**Action(s) from the meeting held on 6 June 2022 (as at 10/06/2022)**

Action	Description	Status	Contact Officer
Action 1	For the Chief Officer - People and Places to report back to the Committee with an update on an incident reported by an elected member on 22 May 2022 relating to a homelessness gentleman, which could not be resolved due to CCTV being unable to contact the homelessness out of hours service or on call housing officer.		Sarah Robson Ext. 7129

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**HEALTH & WELLBEING ACTION TEAM HALF YEAR REPORT**

**HOUSING & HEALTH ADVISORY COMMITTEE - 15 September 2022**

**Report of:** Chief Officer People & Places

**Status:** For Consideration

**Also considered by:** N/A

**Key Decision:** No

**Executive Summary:** Update on the Health & Wellbeing Action Teams Action Plan - 2022-23 Qtr 1.

**This report supports the Key Aim of:** Community & Corporate Plan

**Portfolio Holder:** Cllr. Maskell

**Contact Officer(s):** Kelly Webb, Ext. 7474

**Recommendation to Housing & Health Advisory Committee**

To note the report

## Agenda Item 6

### Introduction and Background

- 1 In May 2021 we was asked by the Portfolio Holder to put this into place and reinstate the HAT but to include Wellbeing, we had an initial meeting with partner organisations and developed the action plan. Due to us being approximately 2 months behind of the start date (April 2021) it was agreed that partners would work on this one through the meetings rather than wait for the following year as we had missed the Cabinet process. The 2022-23 plan was put in place and agreed by the Advisory and Cabinet in January 2022, to be ready to start in April 2022
- 2 The appendix summarises the first quarter (April - June) of the action plan

### Key Implications

None to SDC. It is a Partnership document

### Legal Implications and Risk Assessment Statement.

None

### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

### Wellbeing

This document supports wellbeing and looks at this throughout the document.

### Conclusions

For the Committee to note the report

**Appendices**

Appendix A - Qtr 1 Action Plan Monitoring

**Background Papers**

**Sarah Robson**

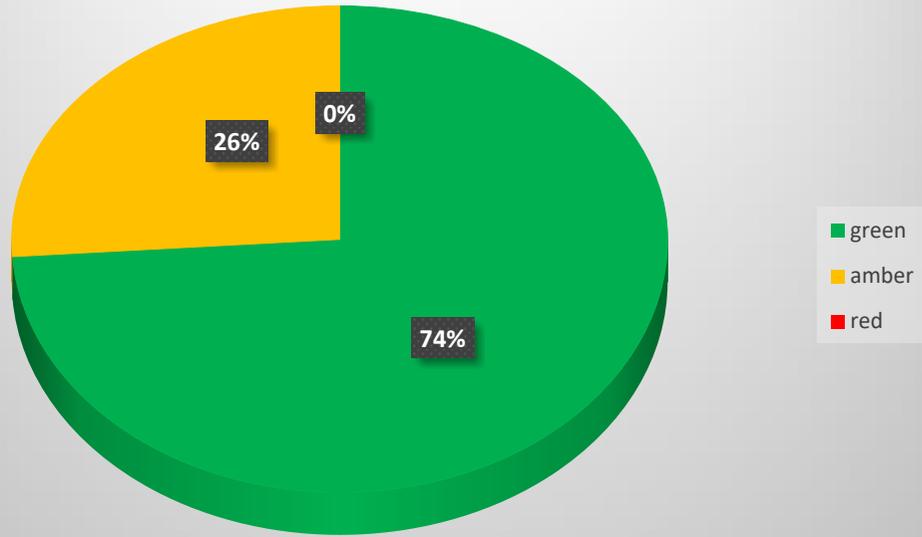
**Deputy Chief Executive and Chief Officer - People & Places**

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**SEVENOAKS DISTRICT  
HEALTH & WELLBEING  
STRATEGY & ACTION PLAN  
2022-2023**

**Quarter 1 Monitoring Report  
1 April 2022 – 31 March 2022**

### Health & Well Being Action Plan 2022-23 Qtr 1 April - June 2022



Green	17
Amber	6
Red	0
Missing Information	0

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
<b>Starting Well Actions</b>					
SW1	Support a reduction in obesity and excess weight in children	KCHFT School Health Team	Health & Wellbeing Partnership	Green	Through the CCG this has now been set up as a priority for partner agencies. A sub group has been set up to look at targets such as:- Fast Food Cooking Skills Food in Schools Breakfast Clubs  SDC Health & Communities Team will be running a family cooking programme in September
SW2	Enable Sevenoaks District Mothers to maintain breastfeeding for the first 6 months of their child's life	KCHFT Health Visiting Service		Green	Health Visitors and Children Centre's have been helping running new mums courses and breastfeeding initiatives
SW3	Support a smokefree home for Sevenoaks residents and enable more Sevenoaks Mothers to quit smoking during pregnancy	KCHFT Smoking Cessation Service	Health Team	Green	In Quarter 1 there have been 6 Quit Dates set by Sevenoaks Residents, one of whom was a pregnant mother.
SW4	Prevent the illegal consumption of alcohol in under 18's and subsequent hospital admissions resulting from excessive alcohol consumption	Kenward Trust	Sevenoaks District Council Licensing Team CSU	Green	This work is ongoing. Licensing & CSU look at proxy sales with retailers and education. Kenward Trust have engaged with a number of young people on the dangers of drinking.

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					The Best Bar None (BBN) scheme for licensed premises is being rolled out in the district. Officers from Licensing, Community Safety and Police assess the premises against criteria in the BBN survey.
SW5	Support Sevenoaks children and young people to adopt healthy lifestyle choices.	KCHFT School Health Team	Local Children's Partnership	Green	This is a priority for the LCP and they meet quarterly. Schools have been putting in more healthy options for young people The LCPG has been working with schools as part of their PHSE programme to promote healthy lifestyles and increase healthy lunch options for young people at school.
<b>Living Well Actions</b>					
LW1	Continue to provide services that contribute towards the reduction of smoking in Sevenoaks District with particular targeting for at-risk groups.	KCHFT Smoking Cessation Service		Green	In Quarter 1 there have been 6 Quit Dates set by Sevenoaks Residents, one of whom was in routine/manual occupations.  Service referrals can be made as self-referrals or through services such as a GP.
LW2	Improve the diagnosis rate of Diabetes for Sevenoaks residents	KCHFT NHS Health Check Service		Green	The NHS Health Check plays an essential role in improving the diagnosis rate of diabetes in the

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					<p>Sevenoaks area as it provides a mechanism to check people's cholesterol, identify those at risk and refer individuals for clinical follow-up.</p> <p>17 Sevenoaks GP Practices are supporting or fully delivering NHS Health Checks. 4220 invite letters have been sent out to those who are eligible to receive an NHS Health Check. 22% of these have taken up the NHS Health Check.</p> <p>The NHS promotes the 'Healthier You' NHS Diabetes Prevention Programme, identifying people at risk of developing type 2 diabetes and referring them onto a nine-month, evidence-based lifestyle change programme.</p> <p>Residents can 'self-refer' to the Diabetes Education Referral Hub (for Type 1 and 2) by visiting the hub's website The Diabetes Education Referral</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					<p>Hub can be found at <a href="http://www.diabetes-education-km.co.uk/">www.diabetes-education-km.co.uk/</a>. The hub provides structured education support.</p> <p>GPs will promote World Diabetes Day.</p>
LW3	Encourage more Sevenoaks residents to consume alcohol within lower risk levels and limit hospital admissions for alcohol specific conditions	Change, Grow, Live	Sevenoaks District Council Health Team KCHFT One You Team	Green	<p>The One You service has advisers trained to deliver Alcohol Identification and Brief Advice and Alcohol Extended Brief Intervention.</p> <p>Qtr 1 - 18% of clients attending Initial Appointment in this quarter were identified as having Increasing Risk or higher score when completing AUDIT-C. (7 Increasing Risk, 1 Possible Dependency). 100% of these were given Alcohol Identification and Brief Advice Intervention.</p> <p>At our one-to-one lifestyle advisor intervention, one client (2%) was identified to have an AUDIT score of increasing risk and as a result was offered</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					Alcohol Identification and Brief Advice intervention.
LW4	Support Sevenoaks adults to adopt healthy lifestyle choices that facilitate weight loss and increases in physical activity	Sevenoaks District Council Health Team	Sencio Everyone Active	Green	<p>Qtr 1 - 32% of clients attending our one-to-one lifestyle advisor intervention are supported to set a goal to increase their physical activity.</p> <p>89% of clients attending our one-to-one lifestyle advisor intervention are offered brief intervention to change their diet.</p> <p>89% of clients on our 1-2-1 weight loss intervention, demonstrate weight loss at the close of the service.</p> <p>91% of clients on our group weight management intervention demonstrate weight loss at the end of the intervention.</p>
LW5	Adapt the physical design of Sevenoaks District so that healthy lifestyle choices become a routine part of residents lives	Sevenoaks District Council Planning Team	Sevenoaks District Council Health Team	Green	Through funding Our Parks started in Sevenoaks, Swanley, Westerham and Edenbridge which were free classes for people to participate. They are

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					<p>light outdoor aerobics, stretches and use of outdoor gym equipment</p> <p>Sevenoaks District Council have implemented a Movement Strategy to increase the active commutability of the district.</p>
LW6	<p>Provide adapted health improvement services targeted at specific populations (where needed) to ensure all residents can benefit from good physical health</p>	Involve Kent	<p>Sencio Everyone Active</p>	Green	<p>Both Sencio and Everyone Active have provided services to ensure everyone can benefit. Both operators received KCC 'Reconnect' funding in Spring to deliver a summer programme to engage more children and young people in exercise and healthy activities.</p> <p>Communities Team are working with Everyone Active through this grant funding for all women swimming lessons</p> <p>Through the Universal Wellbeing Contract, Involve Kent current fund seven activities for 55+ adults in Quarter 1. These activities are delivered by;</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					Sevenoaks & Tonbridge Age UK, Every Step Counts, North West Kent Countryside Partnership, Kent Wildlife Trust, North Kent Mind, Everyone Active, Croydon Petanque Club and Actively Involved.
LW7	Encourage Sevenoaks District businesses and organisations to consider the Health and Wellbeing of their organisation and employees	Kent & Medway Healthy Workplaces Programme	Sevenoaks District Council Health Team	Green	SDC has received the Bronze award and is now in the process of obtaining the Silver Award for delivering a health workplace programme. When going for Platinum this will include encouraging businesses to take this up. Referrals for this service was given to London Golf Club and Brands Hatch.  Two new businesses/organisations have started to take part in the Kent & Medway Healthy Workplaces programme.
LW8	Promote Cancer Screening initiatives to encourage more residents to take up Cancer screening when eligible.	All Organisations		Amber	Kent and Medway NHS take the lead on promoting cancer screening.

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					The Council has worked with the NHS and will see Breast Screening return to Swanley in September this year.
<b>Ageing Well Actions</b>					
AW1	Improve the diagnosis rate of dementia in the district	Health & Wellbeing Partnership		Amber	<p>Primary Care Networks in the district have trained GPs who will carry out checks including, medical history, blood or urine tests and do a short mental test.</p> <p>GPs can make referrals to The Memory Clinic where specialists can assess and make a diagnosis. The Clinic is currently held at Darent House next to Sevenoaks Hospital.</p> <p>The Partnership will promote Dementia UK, who can be contacted on 0800 888 6678 for their leaflet on getting a diagnosis</p>
AW2	Provide specialist services targeted at improving the quality of life of residents affected by dementia	Sevenoaks Area Dementia Friendly Community & Swanley Area Dementia		Green	<p>Through Funding a new dementia café opened in Feb 22 and has an average of 22 attendees each week.</p> <p>Walk Push Run was held in May 22 with approx. 300 attendees</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
		Friendly Community			<p>Age UK's Dementia day care runs at Hollybush Day Centre two days a week. Dementia trained staff offer a range of stimulating activities to aid memory as well as health and wellbeing support. Dementia Day Care is currently available on Mondays and Wednesdays.</p> <p>Age UK's Independent Living Support Service offers dementia support in the home for clients living with dementia at any stage.</p> <p>Age UK launched its Memory Loss and Dementia Pack in July 2022. Please visit <a href="https://www.ageuk.org.uk/bp-assets/globalassets/sevenoaks-tonbridge/original-blocks/our-services/local-information-packs/memory-loss-and-dementia-sevenoaks.pdf">https://www.ageuk.org.uk/bp-assets/globalassets/sevenoaks-tonbridge/original-blocks/our-services/local-information-packs/memory-loss-and-dementia-sevenoaks.pdf</a></p>
AW3	Work with older residents to prevent falls and limit the potential for hip fracture in older residents	Involve Kent, West Kent Falls Prevention	Age UK Sevenoaks & Tonbridge Sevenoaks District Health Team	Amber	The Falls Team have not yet run any programmes, but Pop Up Sue has done a number of sessions across the District to

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
		Service & Virgin Care Falls Team	Sencio Everyone Active		<p>help older residents with mobility problems.</p> <p>In future quarters, Involve Kent are hoping to launch the delivery of a postural stability course in Otford and Swanley.</p>
AW4	Ensure residents can receive support to stay safe, healthy and independent in their own homes for as long as possible	Sevenoaks District Council Private Sector Housing Team		Green	<p>Through the work of the Private Sector Housing Team, houses have been adapted to ensure that residents can stay safe and well in their own homes.</p> <p>Annual funding has been renewed as part of the Better Care Fund to provide Disabled Facilities Grants and Safe and Secure Grants, supporting home adaptations.</p> <p>A Hoarding Co-ordinator has been appointed to deliver personalised support to customers in their homes aiming to address and reduce the risks connected to their hoarding.</p>
AW5	Promote the importance of staying well at winter in older populations	Sevenoaks District Council Health Team	All Public Supporting Organisations	Amber	The team is working with the Primary Care Networks to promote the Autumn Covid-19

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					<p>booster as part of the Council's Community Connectors leaflet.</p> <p>Primary Care Networks will be working with the team to deliver drop-in sessions at local GP surgeries as part of the Silver Sunday programme.</p> <p>The Council's 'Here for You' information leaflet provides households with information on the rising cost of living and local community support.</p> <p>The Council is supporting eligible pensioners with a cost of living payment as part of the Kent Household Support Fund</p>
<b>All Life Courses</b>					
ALL1	Target services towards areas and residents of greatest need without preventing all residents from accessing support.	All Organisations delivering client centered services	Health & Communities Team	Green	Through Involve and SDC there have been a number of community initiatives delivered across the District that have now been taken on by local communities or Town Councils such as card club and art projects

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
ALL2	Enable more professionals to have conversations with residents on health and wellbeing	Kent County Council - MECC		Amber	<p>Make Every Contact Count is adopted by the district's key voluntary sector organisations and as a result referrals are made to other support services.</p> <p>Imago and Involve provide centralised Care Navigator support and are able to support referrals with health and wellbeing support, alongside referrals to other agencies, including the Council. Primary Care Networks also link to the Care Navigator support.</p>
ALL3	Ensure non-digital advertising is employed to promote services to those residents with limited digital access.	All Organisations delivering client centered services	Compaid	Green	<p>Inshape magazine has promoted a number of health initiatives including health walks and why weight</p> <p>The Council works with Imago to publish a Community Services Directory, which is shared with Primary Care Networks.</p> <p>Compaid commissioned to deliver digital training and provide devices and data to</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
					support customers with limited digital access.
ALL4	Support the reduction of wider determinants of health that can have a negative impact on resident's mental health.	Imago Community and Involve Kent		Green	<p>Sevenoaks Primary Care Network is working in partnership with the Council to deliver a programme of information drop-ins (for housing, benefits, community activities and groups, volunteering) with older people as part of Silver Sunday.</p> <p>More work with GPs will take place in Qtr 2</p> <p>The Council has worked in partnership with West Kent Housing Association and DLUHC to deliver 11 units of accommodation for rough sleepers and single homelessness with low level support needs, including mental health.</p> <p>Two job fairs were hosted in partnership with WKHA over the summer in Swanley and Sevenoaks.</p>

Ref	2022-23 Priority Action	Lead Agency	Other Partners	Status	Comments
ALL6	Encourage more client-facing organisations to engage in Mental Health Awareness and Mental Health First Aid training	West Kent Mind & North Kent Mind		Amber	Some training has taken place especially around host and guest for the Ukraine Scheme. West Kent Mind will be delivering Mental Health First Aid Training in October

**MENTAL HEALTH UPDATE**

**HOUSING & HEALTH ADVISORY COMMITTEE - 15 September 2022**

**Report of:** Chief Officer People & Places

**Status:** For Consideration

**Also considered by:** N/A

**Key Decision:** No

**Executive Summary:** Mental Health Update

**This report supports the Key Aim of:** Community & Corporate Plan

**Portfolio Holder:** Cllr. Maskell

**Contact Officer(s):** Kelly Webb, Ext. 7474

**Recommendation to Housing & Health Advisory Committee**

To note the report

# Agenda Item 7

## Introduction and Background

- 1 In June 2021 we launched a mental health strategy for staff. This shows the work of the Council over the past year to address mental health concerns

## Key Implications

Financial

Some for training, but mainly staff time

Legal Implications and Risk Assessment Statement.

None

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Wellbeing

This document supports wellbeing and looks at this throughout the document.

## Conclusions

For the Committee to note the report

### Appendices

Mental Health Update Power Point

Background Papers

Sarah Robson

Deputy Chief Executive and Chief Officer - People & Places

# Mental Health Update

Page 35  
Kelly Webb, Health & Communities Manager

# Mental Health Strategy - A year on

Our Mental Health Strategy was launched on 1 June 2021 as part of Mental Health Awareness Week. It covers:

- Good Mental Health
- What can be done to prevent mental ill health
- SDCs commitment to improving mental health

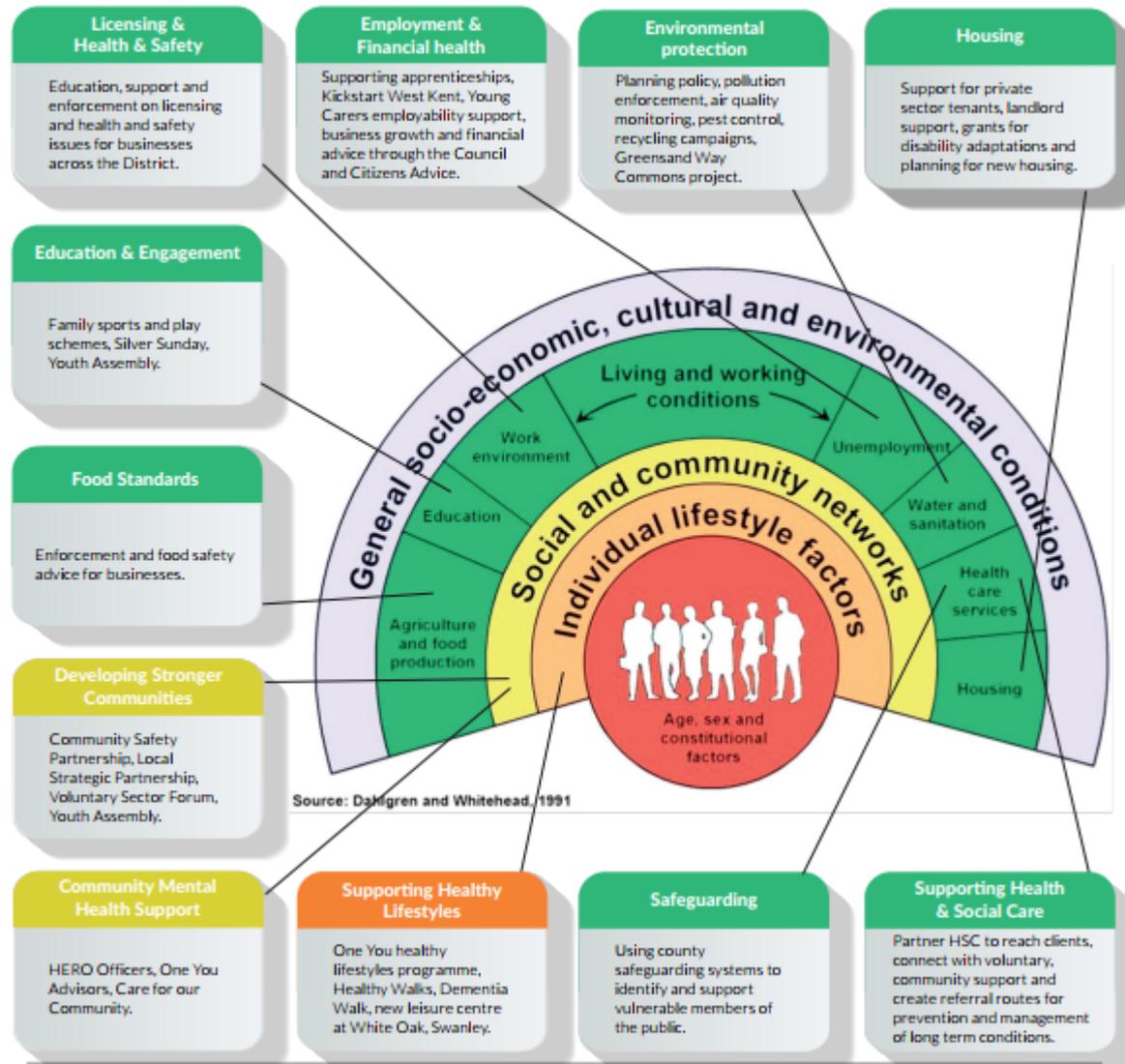
Our partners

The strategy focuses on mental health and wellbeing associated with the Council's role as an employer; the Council's role with its communities; supporting young people; raising awareness with Members; and activities with partners and the wider community.

This update represents a snapshot of the work undertaken by the Council.

Extensive support for staff is also provided by the HR team, including its Wellbeing @ Work, learning and development and recognition and awards programmes.

# The Council's role



# Wider determinants of health

The wider determinants of health are a diverse range of social, economic and environmental factors which influence people's mental and physical health.

A snapshot of the initiatives and projects to support wellbeing, including housing, economic development, communities and development delivered by the Council includes:

- Securing funding to deliver One You programme of health and wellbeing lifestyle changes.
- Securing funding to deliver a Youth Mentoring Project.
- Delivery of new affordable housing in Swanley (Elizabeth House).
- Delivery of Kickstart programme providing work experience and jobs for local young people.
- Progression of The Meeting Point in Swanley, providing business space and new homes.
- Successful bid to DLUHC's Rough Sleeping Accommodation Programme to work in partnership with WKHA to deliver 11 units of supported accommodation for rough sleepers and single homeless..
- Secured over £1m in funding to support Disabled Facilities Grant programme.

# Kent & Medway Healthy Workplace Awards programme

- The Healthy Workplace programme helps businesses of all sizes become healthier places to work.
- Task & Finish Group set up incl Health & Communities Team, Human Resources & Communications in April 2021
- Met with the Kent & Medway Co-ordinator in May to go through our pledges. Can take organisations up to 18mths to complete
- Bronze - submitted June 2021 and passed July 2021
- Silver - submitted - pending due to forums delivered by KCC.
- The programme is helping the Council and staff to find ways to be healthy at work.

# Communications campaigns



Sevenoaks District Co... · 10 Sept 21

On [#WorldSuicidePreventionDay](#) we want everyone to know that they are not alone. If you're **mental health** is struggling and you're not sure where to turn, there is help available. Visit [bit.ly/2AFv44f](http://bit.ly/2AFv44f) for resources & helplines.

#WSPD2021 #bethelight @IASPinfo

1 2 3

Sevenoaks District Co... · 25 Feb

Did you know, one in four people will experience **mental health** problems at some point in their life? If you have times where your mood is low, there are things you can do to help. Talking to someone is a good place to start. Don't suffer in silence, visit [bit.ly/2AFv44f](http://bit.ly/2AFv44f)

76 views

2 2

Sevenoaks District C... · 09 Mar

Anthony Shipwright has won our Youth Group of the year award for his Eden Christian Trust Youth Club! The club provides teens in [#Edenbridge](#) with a safe place to socialise, play games & talk about **mental health**. Here's Anthony with our special guest, @NSPCC CEO Sir [@PeterWanless](#)

1 6

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Sevenoaks District C... · 03 Feb

Today we're supporting Time To Talk Day & encouraging everyone to talk more openly about [#MentalHealth](#). If you feel like you are struggling & need help, there is lots of support available locally. Find out more [bit.ly/2AFv44f](http://bit.ly/2AFv44f) [#TimeToTalkDay](#) [#TimeToTalk](#) [#ItsOkNotToBeOk](#)

2 8

Sevenoaks District Co... · 17 Jan

This [#BlueMonday](#) check in on your friends to see if their ok. If they say yes, check again. If you feel like your **mental health** is struggling, there is lots of help available. Visit [bit.ly/2AFv44f](http://bit.ly/2AFv44f) for support. [#ItsOkNotToBeOk](#) [#MentalHealth](#)

2 3

Sevenoaks District Co... · 10 Feb

The last two years have been difficult for children & teenagers. If you know anyone aged 11 to 18 whose **mental health** is suffering, we're running a mentoring scheme to give them someone to talk to. Find out more [bit.ly/3t3m6qH](http://bit.ly/3t3m6qH)

[#ChildrensMentalHealthWeek](#)

1 1

Sevenoaks District ... · 01 Dec 21

The festive period can affect people's **mental health** so it's important to help yourself & look out for those around you. Talking to someone about how you feel is a good first step. Find out more about **mental health** support here [bit.ly/2AFv44f](http://bit.ly/2AFv44f) [#EveryMindMatters](#)

120 views

4 7

# Events: Big Sing 2022



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Agenda Item 7

# Events: Family Fun Days



# Events: Youth Mentoring Project



# Going Forward - to December 2022

- Gold award to be submitted Kent & Medway awards
- Mental Health Training for staff
- Mental Health First Aiders Training being held in Oct 2022
- Staff Menopause Awareness event on 18 Oct 2022
- Volunteers Fair - Sept 2022
- Helping staff with specific counselling from West Kent Mind
- Winter health and wellbeing support programme delivered in partnership with Primary Care Networks
- Support for eligible pensioners and vulnerable households with utility and food costs as part of Kent Household Support Fund
- Launch of Here to Help leaflet to support staff and residents with the rising cost of living
- Continue Healthy Walks and Every Help Counts
- Community mobilisation programme
- Access All Areas event in Oct 2022
- One You Programme health and wellbeing programme delivered

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# Thank you

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**DRAFT ELIGIBILITY CRITERIA FOR NEW AFFORDABLE HOUSING DEVELOPMENT PROVIDERS**

**Housing & Health Advisory Committee - 15 September 2022**

**Report of:** Chief Officer People & Places

**Status:** For Consideration

**Also considered by:**

- Cabinet - 22 September 2022

**Key Decision:** No

**Executive Summary:** A report establishing eligibility criteria for new affordable housing development providers wishing to deliver homes in the District.

**This report supports the Key Aim of:** the Sevenoaks District Housing Strategy 2022/2027

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer:** Sharon Donald, Housing Strategy Manager, Ext. 7131

**Recommendation to Housing & Health Advisory Committee:**

To consider the draft eligibility criteria for new affordable housing development providers.

**Recommendation to Cabinet:**

To approve the draft eligibility criteria for new affordable housing development providers, subject to any required amendment.

**Reason for recommendation:** Approved eligibility criteria gives greater certainty to the District Council that new affordable housing will be delivered by organizations who share our ambitions and ways of working. It will also provide clarity to planning applicants on developments where new affordable housing is triggered by local plan policy.

## Agenda Item 8

### Introduction and Background

1. The District works with a number of long-standing affordable housing development partners to enable and deliver new affordable housing in the District. These include West Kent Housing Association and English Rural Housing Association.
2. Over the years, we have built a solid and fruitful relationship with our partners. Owing to planning constraints, which restrict new development, and the District Council's commitment to protect the Green Belt, the Housing Register faces huge pressures. This means it is critical we continue to build on our partnerships to maximise new affordable housing delivery.
3. The Council's Housing Strategy 2022/2027 has an objective to develop Sevenoaks District's housing offer, including delivering new affordable homes. Developing strategic partnerships with new/additional affordable housing development providers will help us to achieve this objective. An associated action point is included in Year 1 of the draft Housing Strategy Action Plan.
4. It is important to ensure any prospective provider shares the District Council's strategic vision and is willing to contribute to its achievement. Of equal importance is that the provider is given clarity as to what we will expect from them and they are encouraged to want to come and develop within our District. The attractiveness of the District will be helped by us demonstrating we are forward thinking and willing to be creative and flexible in our approach.
5. In consultation with colleagues from Planning, Economic Development and Corporate Policy, as well as our long-standing affordable housing development partners, an eligibility criteria has been drawn up for prospective providers. The criteria is considered to be balanced and ambitious. It will provide the certainty mentioned above and demonstrate to prospective partners our desire to do business with like-minded organizations. It is anticipated the existence of clear eligibility criteria will encourage new providers to come forward, with the confidence to work alongside us.
6. Subject to approval of the eligibility criteria, it is proposed the Housing Strategy Manager will be the lead assessor of prospective providers, in consultation with relevant colleagues and with final approval by the Head of Housing.
7. If a provider is assessed as meeting the criteria, they may, upon request, be added to our list of preferred affordable housing development partners.

8. If a planning applicant wishes to work with a provider who is not a preferred affordable housing development partner of the District Council, our approval of their proposed provider is required (as per the terms of the template S106 agreement). It is proposed our approval will be dependent upon the provider meeting those elements of the eligibility criteria that are appropriate to the development under consideration. The eligibility criteria will be published on the District Council's website and will provide clarity to planning applicants and their prospective delivery partners. It will also give greater certainty to the District Council that new affordable housing will be delivered by organizations who share our ambitions and ways of working.
9. In summary, the draft eligibility criteria requires prospective providers to assist the District Council in meeting its statutory housing functions by embracing the terms of the Sevenoaks District Housing Register Allocations Schemes 2022-2027 (and any successor document). This means their delivering genuinely affordable housing for Housing Register applicants, i.e. Social Rented Housing or Affordable Rented Housing, where rents (and service charges) are capped at or below Local Housing Allowance levels. New homes will be secured for Housing Register applicants through a requirement for the provider to enter into a nominations agreement with the District Council, providing 100% of first lettings and 75% of all re-lets during any 12 month period.

#### **Other options Considered and/or rejected**

None.

#### **Key Implications**

##### Financial

None.

##### Resource (non financial)

To be managed within existing staff resources.

##### Legal Implications and Risk Assessment Statement.

The District Council does not have published criteria in place, setting out how new affordable housing development providers will be assessed and approved. It is considered that adoption of eligibility criteria will reduce the risk of legal challenge.

##### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

## Agenda Item 8

### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

### **Conclusions**

Adopted eligibility criteria will give greater certainty to the District Council that new affordable housing will be delivered by organizations who share our ambitions and ways of working. It will also provide clarity to planning applicants on developments where new affordable housing is triggered under local planning policy, thereby reducing the likelihood of legal challenge.

#### **Appendices**

Appendix A - Eligibility criteria for new affordable housing development providers in Sevenoaks District

**Sarah Robson**

**Deputy Chief Executive and Chief Officer - People & Places**

## Appendix A

### Eligibility criteria for new affordable housing development providers in Sevenoaks District

Sevenoaks District Council welcomes the opportunity to work with affordable housing development providers who are committed to delivering new affordable housing in the Sevenoaks District. Any provider is expected to meet the following criteria:

- 1) Be a body registered with the Regulator of Social Housing as a Registered Provider of Social Housing, pursuant to the provisions of the Housing and Regeneration Act 2008, unless otherwise agreed by the District Council.
- 2) Assist the District Council in meeting its statutory housing functions by embracing the terms of the Sevenoaks District Housing Register Allocations Scheme 2022 - 2027 (and any successor document). Primarily, with regards to social housing (homes provided as Affordable Rented and Social Rented tenures), to enter into a nominations agreement with the District Council (template provided on the District Council's website) to provide 100% first lettings and 75% of all re-lets, in favour of the District Council, during any 12 month period.
- 3) Be (or become) a member of Kent Homechoice - the partnership body of all Local Authorities in Kent and private Registered Providers, providing a single application point to local housing registers for those in housing need and a means of allocating social housing vacancies via choice-based lettings. To agree all social housing lettings provided in favour of the District Council (see No. 2 above) will be progressed via Kent Homechoice.
- 4) Provide all Affordable Rented homes at a rent including service charges that does not exceed the Local Housing Allowance level applying, or at a lower rent, to ensure all affordable housing is genuinely "affordable" to those reliant on welfare benefits and in comparison to the local resident-based median income.
- 5) Have an office base within one hour's travel of the District Council's Argyle Road offices, or be able to demonstrate that adequate management arrangements are in place for the management of stock in the District.
- 6) Be willing to actively engage as a key stakeholder in the development of policies and strategies developed by the District Council.
- 7) Where the provider is in control of the development process, to:
  - deliver affordable housing that meets the minimum sizes described in the Nationally Described Space Standards (March 2015), or any successor document;

## Agenda Item 8

- comply with the following, unless otherwise agreed by the District Council:
    - (a) all national design and construction standards published by the Department for Levelling Up Housing and Communities applying at the time of permission;
    - (b) Part 2 of Secured by Design standards published by Police Crime Prevention Initiatives Limited;
    - (c) Optional requirement M4(2) of Building Regulations 2010 (Part M) (Accessible and Adaptable Dwellings); and
    - (d) Local development standards as set out in adopted Core Strategy (2011) and any successor document.
  - deliver a range of unit types, tenures and sizes as identified by the most up to date evidence on local need and suitable to the location;
  - deliver wheelchair-user housing to meet M4(3) (b) of Building Regulations 2010 (Part M) (Accessible and Adaptable Dwellings), as identified by the most up to date evidence on local need and suitable to the location;
  - assist the District Council in its ambition to reduce carbon emissions across the District as part of the Net Zero 2030 commitment by promoting energy efficiency, sustainable travel and sustainable building practices;
  - demonstrate that they have adopted a formal approach to environmental management for their operations ideally by applying a recognised Standard such as ISO14001, the Kent STEM Scheme, or EMAS;
  - use Modern Methods of Construction, where appropriate, subject to planning.
- 8) On request, to enter into a local lettings plan to ensure a sustainable and balanced community is created and to assist the District Council in meeting wider housing strategy objectives. This may arise on developments with a significant number of social housing units, or locations requiring sensitive lettings, or where the District Council wishes to target certain client groups, e.g. to facilitate existing social housing tenants to downsize or to assist Local Essential Workers.
- 9) Respond in a timely manner to requests by the District Council for qualitative and quantitative information - including quarterly lettings returns (as per template nominations agreement), decent homes standard compliance and rent levels.
- 10) Be willing to meet with officers from the District Council's Housing Team, on request, to discuss the organisation's development programme and opportunities for partnership working.
- 11) Where appropriate, to take part in, or provide training, which is of clear benefit to the enabling function of the District Council and its affordable housing provider partners, e.g. showcasing new delivery models.

- 12) Can demonstrate the organisation's services are fully accessible and offered equally, regardless of race, gender, disability, age, sexuality, religion or belief.
- 13) For Shared Ownership and Intermediate Affordable Rented homes, to embrace the terms of the [Sevenoaks District Intermediate Housing Protocol](#) in order to deliver housing opportunities for local people, and to advertise all vacancies through the local Help to Buy agent.
- 14) For First Homes, to deliver these in accordance with the [Sevenoaks District Local First Homes policy](#) (agreed by Cabinet, December 2021).
- 15) For Discounted Market for Sale Housing, to discuss and agree with the Housing Strategy Manager how homes will be marketed and local connection provisions applied.

If you wish to discuss any of the above, please email [housing.policy@sevenoaks.gov.uk](mailto:housing.policy@sevenoaks.gov.uk) or call 01732 227000 and ask for Housing Policy.

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**HOUSING STRATEGY 2022/2027 - DRAFT ACTION PLAN**

**Housing & Health Advisory Committee - 15 September 2022**

**Report of:** Chief Officer People & Places

**Status:** For Consideration

**Also considered by:**

- Cabinet - 22 September 2022

**Key Decision:** Yes

**Executive Summary:** To consider a draft Action Plan to deliver the priorities set out in the Housing Strategy 2022/2027.

**This report supports the Key Aim of:** the Housing Strategy 2022/2027

**Portfolio Holder:** Cllr. Kevin Maskell

**Contact Officer(s):** Sharon Donald, Housing Strategy Manager, Ext 7131  
Alison Simmons, Head of Housing, Ext 7272

**Recommendation to Housing & Health Advisory Committee:**

To consider the draft Housing Strategy Action Plan 2022/2027.

**Recommendation to Cabinet:**

To approve the draft Housing Strategy Action Plan 2022/2027, subject to any required amendment.

**Reason for recommendation:** To put in place an action plan, to ensure the agreed priorities set out in the Housing Strategy 2022/2027, will be delivered.

## Agenda Item 9

### **Introduction and Background**

The Housing Strategy 2022/2027 was adopted at Full Council in July 2022. An Action Plan has been drafted (attached as Appendix A) to set out how the agreed priorities will be delivered.

### **Other options Considered and/or rejected**

None

### **Key Implication**

#### Financial

As set out in Appendix A, where appropriate.

#### Resource (non financial)

As set out in Appendix A, where appropriate.

#### Legal Implications and Risk Assessment Statement

None

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

#### Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district or supporting the resilience of the natural environment.

### **Conclusions**

An action plan ensures the agreed priorities set out in the Housing Strategy 2022/2027, may be delivered.

#### **Appendices**

Appendix A - draft Housing Strategy Action Plan 2022/2027

#### **Background Papers**

[Housing Strategy 2022/2027](#)

**Sarah Robson**

**Deputy Chief Executive and Chief Officer - People & Places**



# Sevenoaks District Housing Strategy 2022-2027 Action Plan

**Key:**

- Year 1 = 7/2022 to 6/2023
- Year 2 = 7/2023 to 6/2024
- Year 3 = 7/2024 to 6/2025
- Year 4 = 7/2025 to 6/2026
- Year 5 = 7/2026 to 6/2027

**Theme 1: Developing the Sevenoaks District’s housing offer: building new affordable homes**

	<b>Priority</b>	<b>Action</b>	<b>By whom</b>	<b>When</b>	<b>How Measured</b>
1.1	Ensure that the emerging Local Plan contains policies that optimise the delivery of a range of affordable homes through the planning system	<ul style="list-style-type: none"> <li>• Ensure any additional S157 rural designations are implemented under existing Core Strategy policy SP3 and included in the new Local Plan</li> <li>• Local Plan policies drafted</li> <li>• Updated Affordable Housing Supplementary Planning Document (AH SPD) to sit within emerging Local Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Enabling Officer/Planning Policy Officer</li> <li>• Housing Enabling Officer/Planning Policy Officer</li> <li>• Housing Enabling Officer/Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 – 12/2022</li> <li>• Year 1 – 11/2022</li> <li>• Year 3 – 12/2024</li> <li>• Year 3 – 12/2024</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of designations approved by Cabinet and update made to AH SPD 2011</li> <li>• Included in Reg 18 consultation</li> <li>• Local Plan adopted by Full Council (following examination)</li> <li>• AH SPD adopted by Council</li> </ul>
Page 58	Explore the scope for a managed increase in Quercus Housing’s delivery outputs	<ul style="list-style-type: none"> <li>• Review the Quercus Housing Business Plan on an annual basis</li> <li>• Seek Council approval to enable Quercus Housing to undertake prudential borrowing via the Council to develop a long term pipeline of delivery projects</li> <li>• Develop a scoping paper for Purchase and Repair acquisitions to provide family sized affordable rent and/or temporary accommodation within the district</li> <li>• Develop a Business Case for Quercus</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Officer, People and Places</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• Year 1</li> <li>• Year 2</li> <li>• Year 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• Revised Business Plan adopted by Quercus Housing Guarantor Board</li> <li>• Council decision approves borrowing facility</li> <li>• Paper submitted to Guarantor Board for consideration and approval</li> <li>• Appraisal report completed and presented to Quercus</li> </ul>

		Housing to apply for Registered Provider status with the Regulator for Social Housing and Homes England Investment Partner status			Housing Guarantor Board for consideration <ul style="list-style-type: none"> <li>If approved, applications submitted</li> </ul>
1.3	Consider the full range of options for additional modest-scale housing activity – ‘massive small’	<ul style="list-style-type: none"> <li>Review Council owned sites and disposals suitable for affordable housing</li> <li>Complete disposal of 2 sites to English Rural Housing Association (ERHA) for the development of local needs housing</li> </ul>	<ul style="list-style-type: none"> <li>Chief Officer, People and Places/Strategic Head, Property and Commercial/Head of Housing/Housing Strategy Manager</li> <li>Housing Enabling Officer/Senior Estates Surveyor</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Year 1</li> </ul>	<ul style="list-style-type: none"> <li>Affordable housing delivered and acquired on Council-led sites in the district by the Council and Quercus Housing</li> <li>Sites approved for disposal by Cabinet and, subject to planning and legal, sites disposed to ERHA</li> </ul>
4 Page 59	Consider a range of options to acquire and deliver affordable and specialist homes in in the district	<ul style="list-style-type: none"> <li>Develop a Business Case and financial/governance model for the Council to be set up as a Registered Provider and Homes England Investment Partner, to purchase, and where appropriate, undertake repairs, to provide specialist accommodation eg older persons’/disabled persons’ housing, family sized homes and to deliver small S106 sites which, due to their size, are not of interest to other RP partners</li> </ul>	<ul style="list-style-type: none"> <li>Head of Housing/Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>Business Case and financial model completed and submitted for consideration and approval</li> </ul>

1.5	Continue to develop relationships and encourage strategic development partnerships with Registered Providers (RPs)	<ul style="list-style-type: none"> <li>• Eligibility criteria established to facilitate working with additional RP's, including those seeking partnership status</li> <li>• Bi-annual RP Forums held to share new ideas and best practice</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/ Housing Strategy Manager/Housing Enabling Officer</li> <li>• Head of Housing/ Housing Strategy Manager/Housing Enabling Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 and 2</li> <li>• Year 1</li> </ul>	<ul style="list-style-type: none"> <li>• Eligibility criteria approved by Cabinet</li> <li>• Additional RP partners secured</li> <li>• RP Forums held</li> </ul>
1.6	Continue to work with the Rural Housing Enabler (Rural Kent), Parish Councils and community groups to undertake a programme of local housing needs surveys across the district and to facilitate the delivery of new rural exceptions housing where needs are identified	<ul style="list-style-type: none"> <li>• 5 year programme of local needs surveys undertaken</li> <li>• Assistance provided to facilitate delivery of new local needs housing</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Enabling Officer</li> <li>• Housing Enabling Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Year 3 – 6/2025</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• All Town and Parish Council areas surveyed</li> <li>• At least 30 new local needs homes delivered during the Strategy period, subject to planning approval</li> </ul>
1.7	Continue to work with the NHS and Kent County Council to understand the current and future housing needs of older people and other vulnerable groups that require housing with care, including a range of specialist housing types	<ul style="list-style-type: none"> <li>• Findings of the Targeted Review of Local Housing Needs and the Older Persons' Housing Study articulated within emerging Local Plan policies</li> <li>• Adopt a process to ensure previously adapted social housing (Disabled Facilities Grants (DFG)) deemed fit for purpose, are allocated to those on the Housing Register who require adapted housing</li> <li>• Encourage specialist RP partners to work with the Council to deliver a range of new affordable housing</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Strategy Manager/Planning Policy</li> <li>• Housing Accommodation Team Leader/Private Sector Housing Team Leader</li> <li>• Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Year 3 – 12/2024</li> <li>• Year 1 onwards</li> <li>• Year 1 onwards</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant policies included within emerging Local Plan Reg 18 consultation and onwards</li> <li>• Process adopted</li> <li>• Increase in specialist RP partners delivering homes in the district</li> </ul>

1.8	Work with private developers and registered providers to encourage delivery of new homes through Modern Methods of Construction (MCC)	<ul style="list-style-type: none"> <li>• MMC delivery encouraged through emerging Local Plan policy</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Enabling Officer/Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Year 3 – 12/2024</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant policies included within emerging Local Plan Reg 18 consultation and onwards</li> </ul>
1.9	Seek to enable more housing, including affordable housing, through the diversification of provision, ie self and custom build housing, community-led housing, and co-housing schemes	<ul style="list-style-type: none"> <li>• Community Housing Fund monies used to fund expert services at the Kent Community Housing Hub (KCHH) for a 2 year period, to facilitate their leading on community led housing and co-housing activity</li> <li>• Work with KCHH to draw up a project plan for an older persons' co-housing scheme, as per needs identified in a local housing needs survey</li> <li>• Continue to operate the Council's self-build register to monitor demand, and meet demand through the granting of planning permission for suitable plots</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Enabling Officer</li> <li>• Housing Enabling Officer</li> <li>• Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 to Year 3</li> <li>• Year 1 and 2</li> <li>• Year 2 and 3</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Service level agreement in place for 2 year period</li> <li>• Project plan drawn up</li> <li>• Subject to local support, site identified, and planning application submitted</li> <li>• Annual monitoring of self-build plots</li> </ul>
1.11	Consider adopting a local definition of affordability, based on local incomes and prices, to ensure no one in affordable housing pays more than 35% of their income towards housing costs unless the household voluntarily chooses to do so	<ul style="list-style-type: none"> <li>• Include proposal in Local Plan Reg 18 consultation and, subject to support, articulated in adopted version of the Local Plan and the AH SPD</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Enabling Officer/Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing up to Year 3 – 12/2024</li> </ul>	<ul style="list-style-type: none"> <li>• Policy included in Local Plan Reg 18 consultation Subject to support and outcome of examination, policy included adopted Local Plan and AH SPD</li> </ul>
1.12	Ensure S106 affordable housing contributions are spent in a timely manner to provide more affordable homes	<ul style="list-style-type: none"> <li>• Projects identified and Chief Officer (People and Places) and</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Affordable housing enabled/homes delivered</li> </ul>

		Portfolio Holder approval sought within 12 months of receipt of the required level of S106 funding	Housing Enabling Officer/Planning Policy Officer		
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## Theme 2: Promoting quality and optimising range and suitability of new and existing homes

	Priority	Action	By whom	When	How Measured
2.1	Engage with Registered Provider partners to encourage the inclusion of age appropriate homes within their development programme	<ul style="list-style-type: none"> <li>Support RP partners by helping with site identification, planning process advice and funding of schemes</li> <li>Work with RP partners to deliver age appropriate housing, which conforms to Housing our Ageing Population Panel for Innovation (HAPPI) standards wherever practicable</li> </ul>	<ul style="list-style-type: none"> <li>Housing Strategy Manager/Housing Enabling Officer</li> <li>Housing Strategy Manager/Housing Enabling Officer</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Age appropriate housing developments submitted for planning</li> <li>Age appropriate homes delivered</li> </ul>
2.2	Include provisions in the emerging Local Plan to deliver accessible and wheelchair adapted housing	<ul style="list-style-type: none"> <li>Policies included in new Local Plan to ensure new homes meet the needs of older and disabled households</li> <li>Ensure new developments deliver homes in accordance with adopted Local Plan Policy</li> </ul>	<ul style="list-style-type: none"> <li>Housing Enabling Officer/Planning Policy Officer</li> <li>Planning Policy Officer</li> <li>Housing Strategy Manager/Housing Enabling Officer</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 – 12/2022</li> <li>Year 3 - 12/2024 and onwards</li> <li>Year 3 - 12/2024 and onwards</li> </ul>	<ul style="list-style-type: none"> <li>Policies included in Local Plan Reg 18 consultation and onwards</li> <li>Local Plan adopted and delivery analysed in the annual Authority Monitoring Report</li> <li>Negotiations undertaken on a site by site basis to secure policy compliant delivery, wherever feasible, or to agree delivery which is at variance to policy where the Council deem this would best meet housing needs</li> </ul>
2.3	Consider the inclusion of a specific Older Persons' Housing Policy within the emerging Local Plan	<ul style="list-style-type: none"> <li>Reg 18 consultation version of Local Plan to include a specific Older Persons' Housing Policy</li> </ul>	<ul style="list-style-type: none"> <li>Housing Enabling Officer/Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 – 12/2022</li> </ul>	<ul style="list-style-type: none"> <li>Local Plan Reg 18 consultation undertaken</li> </ul>

		<ul style="list-style-type: none"> <li>Subject to outcome of consultation, appropriate policy included in emerging Local Plan</li> </ul>	<ul style="list-style-type: none"> <li>Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>Year 3 – 12/2024</li> </ul>	<ul style="list-style-type: none"> <li>Relevant policies included within emerging Local Plan</li> </ul>
2.4	Work with the NHS and Kent County Council (KCC) to understand the local need for specialist/adapted/wheelchair standard/age appropriate housing and adopt Local Plan policies to secure its provision	<ul style="list-style-type: none"> <li>Seek to update the needs data contained in the KCC Adult Social Care Accommodation Strategy - District Profile May 2014, and for this to be reflected in emerging Local Plan policy</li> </ul>	<ul style="list-style-type: none"> <li>Head of Housing</li> <li>Planning Policy Officer</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 and 2</li> <li>Year 2</li> </ul>	<ul style="list-style-type: none"> <li>Current and projected needs data agreed</li> <li>Relevant policies included within emerging Local Plan</li> </ul>
2.5	Support older people to either stay living in their existing home or to find and move to a more suitable home, including co-housing	<ul style="list-style-type: none"> <li>New Housing Register Allocation Scheme adopted, implemented, and publicised to older under-occupying social housing tenants</li> <li>Implement Action 2.9 - Seek to introduce an enhanced rightsizing incentive scheme for social housing tenants</li> <li>Implement Action 1.9 - Work with KCHH to draw up a Project Plan for an older persons' co-housing scheme, as per needs identified in a local housing needs survey</li> <li>Implement Action 2.10 - Use Better Care Fund monies (BCF) to fund a dedicated hand-holding officer to deal with various challenges facing vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>Housing Accommodation Team Leader</li> <li>Homelessness Prevention Manager</li> <li>Housing Enabling Officer</li> <li>Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 – 11/2002 onwards</li> <li>Year 1 – 2/2023</li> <li>Year 1 and 2</li> <li>Year 2 and 3</li> <li>Year 1 – 4/2023</li> </ul>	<ul style="list-style-type: none"> <li>Publicity issued and ensuing Housing Register applications fast-tracked</li> <li>Scheme approved by Cabinet</li> <li>Project Plan drawn up</li> <li>Subject to local support, site identified, and planning application submitted</li> <li>Officer funded through BCF in post</li> </ul>

		<p>residents and those facing fuel poverty, in the private sector, eg tackle poor housing conditions, promote energy efficiency/energy savings, and give guidance on rightsizing opportunities</p> <ul style="list-style-type: none"> <li>• Provide Safe and Secure grants for minor improvements and repairs to help older people remain in their home to promote independency; reduce Hospital Admissions and assist with Hospital Discharges</li> <li>• Work in partnership with NHS, KCC and service providers, to review best practice which ensures residents have the maximum opportunity to remain in their existing homes for as long as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Private Sector Housing Team Leader</li> <li>• Head of Housing/ Housing Strategy Manager/Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Year 3 – 6/2025</li> <li>• Year 2 – 3/2024</li> </ul>	<ul style="list-style-type: none"> <li>• Provision reviewed and included in Private Sector Housing Assistance Policy 2025-2030 (Action Point 4.1)</li> <li>• Number of safe and secure grants monitored</li> <li>• Review of best practice and outcomes and consider including in relevant Council policies subject to available funding</li> </ul>
2.6	<p>Within the existing RP stock, seek to refurbish, extend, or repurpose existing dwellings to make better use of them</p>	<ul style="list-style-type: none"> <li>• Work with WKHA and other RP partners to facilitate the best use of the existing stock, including the remodelling of social housing schemes that are no longer fit for purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Strategy Manager/Housing Enabling Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Planning applications submitted for remodelling of stock</li> </ul>

		<ul style="list-style-type: none"> <li>Engage with Homes England to secure available grant funding to assist with remodelling</li> <li>Review the methods used by RP partners to advertise vacant older persons' social housing and its condition at point of advertisement</li> </ul>	<ul style="list-style-type: none"> <li>Housing Strategy Manager/Housing Enabling Officer</li> <li>Housing Strategy Manager/Housing Accommodation Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Grant secured</li> <li>Methods reviewed and agreed changes implemented by RP partners</li> </ul>
2.7	Where scheme viability permits, seek to showcase exemplar building standards in new homes built or acquired by the Council/Quercus Housing, in advance of Local Plan policy	<ul style="list-style-type: none"> <li>Subject to all necessary approvals, take forward pilots to showcase all deliverable exemplar standards, eg HAPPI, <a href="#">Passivhaus</a></li> </ul>	<ul style="list-style-type: none"> <li>Strategic Head of Property and Commercial /Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Pilots delivered</li> </ul>
2.8	Review the Sevenoaks District Housing Register Allocation Scheme to support better matching of homes, including right-sizing, to needs to improve residents' lives	<ul style="list-style-type: none"> <li>Sevenoaks District Housing Register Allocation Scheme 2022/2027 implemented</li> <li>As part of the annual review of the Allocation Scheme, consider whether adopted policy (for prioritising housing need and the of letting homes) makes the best use of available social housing.</li> <li>Draft bespoke Hever Road Traveller site Allocations Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Housing Accommodation Team Leader</li> <li>Homelessness Prevention Manager/Housing Accommodation Team Leader</li> <li>Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 – 11/2022</li> <li>Annually, each July</li> <li>Year 1 – 2/2023</li> </ul>	<ul style="list-style-type: none"> <li>Scheme implemented and Housing Register refreshed in accordance with new Scheme</li> <li>Scheme refined as required within permitted parameters</li> <li>Policy approved by Full Council</li> </ul>
2.9	Seek to introduce an enhanced rightsizing incentive scheme for social housing tenants	<ul style="list-style-type: none"> <li>Subject to agreement with partner RP's and approval of the use of S106 affordable housing commuted sum</li> </ul>	<ul style="list-style-type: none"> <li>Homelessness Prevention Manager</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 – 2/2023</li> </ul>	<ul style="list-style-type: none"> <li>Scheme approved by Cabinet</li> </ul>

		<p>funding, a rightsizing incentive scheme (including an officer to coordinate the scheme), developed and submitted for approval</p> <ul style="list-style-type: none"> <li>• Subject to approval, promote scheme to those under-occupying, ensuring 100% of freed up homes are used to address the needs of the Housing Register</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Accommodation Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• From time officer in post</li> </ul>	<ul style="list-style-type: none"> <li>• Promotional material in circulation</li> <li>• 100% nominations evidenced</li> </ul>
2.10	Continue to maximise the use of BCF funding to provide adaptations for older people and people with disabilities	<ul style="list-style-type: none"> <li>• Use BCF to fund a dedicated hand-holding officer to deal with various challenges facing vulnerable residents and those facing fuel poverty, in the private sector, eg tackle poor housing conditions, promote energy efficiency/energy savings, hoarding and give guidance on rightsizing opportunities</li> <li>• Review the use of grants including Disabled Facility, Accelerated Facility, Safe and Secure, and Hospital Discharge, to ensure the funding has the biggest possible impact on helping people remain independent and have a</li> </ul>	<ul style="list-style-type: none"> <li>• Private Sector Housing Team Leader</li> <li>• Housing Strategy Manager/Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 - 4/2023</li> <li>• Year 2 - 7/2023</li> </ul>	<ul style="list-style-type: none"> <li>• Officer in post</li> <li>• Review completed and outcomes implemented</li> </ul>

		home suitable for their needs			
2.11	Support owners of empty homes through the Council's membership of Kent No Use Empty, to create a downward trend in the number of long term empty homes	<ul style="list-style-type: none"> <li>• Appointment of a dedicated Empty Homes Officer for a fixed term 2 year period</li> <li>• Development of a new Empty Homes Action Plan subject to the recruitment to the post</li> <li>• Assess the effectiveness of having a dedicated Officer (ie number of empty homes brought back into use) and, if considered successful, seek funding to continue employment</li> <li>• On a case by case basis, investigate the use of Compulsory Purchase Order (CPO) powers or Management Orders, where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Strategy Manager</li> <li>• Housing Strategy Manager</li> <li>• Housing Strategy Manager</li> <li>• Private Sector Housing Team Leader/Legal Services</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1</li> <li>• Year 1</li> <li>• Year 2 and 3</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Empty Homes Officer in post</li> <li>• Empty Homes Action Plan approved</li> <li>• 15 empty homes brought back into use</li> <li>• Case evidenced and CPO or Management Orders and funding approved by Cabinet</li> </ul>

### Theme 3: Reducing homelessness and improving routes into permanent accommodation

	Priority	Action	By whom	When	How Measured
3.1	Create a coalition of temporary and move-on accommodation landlords to provide sustainable, reliable, cost-effective temporary accommodation	<ul style="list-style-type: none"> <li>• Work with Kent Housing Group to ascertain emergency accommodation charges from private providers across the county and seek consistency</li> <li>• Review all emergency accommodation providers used by the Council and develop a preferred provider list</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/ Homelessness Prevention Manager</li> <li>• Homelessness Prevention Manager/Accommodation Team Leader/Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 and 2</li> <li>• Year 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>• Consistency of charging for temporary accommodation across Kent</li> <li>• List of preferred providers in place based on suitability/affordability</li> </ul>
3.2	Provide regular landlord forums to ensure relationships with local private landlords are strengthened and to maximise the potential for the placement of homeless households into long-term housing solutions	<ul style="list-style-type: none"> <li>• Provide regular Landlord Forum events for private sector landlords</li> <li>• Develop support pages for landlords on our website, to increase landlord engagement and to highlight any new incentives available</li> <li>• Investigate the provision of web alerts so that landlords are notified of updates</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/ Housing Accommodation Team Leader</li> <li>• Housing Accommodation Team Leader</li> <li>• Housing Accommodation Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-annually</li> <li>• Year 1 and ongoing</li> <li>• Year 1</li> </ul>	<ul style="list-style-type: none"> <li>• Events held</li> <li>• Website updated and reviewed every 6 months</li> <li>• If feasible, web alerts implemented to subscribing landlords</li> </ul>
3.3	Increase the engagement with Private Landlords through a Help to Let Plus service	<ul style="list-style-type: none"> <li>• Develop a Communications campaign to promote the scheme</li> <li>• Host Landlord information events (in</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/ Homelessness Prevention Manager</li> <li>• Head of Housing/ Homelessness Prevention</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 and 2</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Communications Plan in place</li> <li>• Number of landlords signed up to the scheme</li> </ul>

		<p>person and online) to promote the scheme</p> <ul style="list-style-type: none"> <li>Develop and promote Case Studies of landlords signed up to the scheme</li> </ul>	<p>Manager</p> <ul style="list-style-type: none"> <li>Head of Housing/Homelessness Prevention Manager</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Number of properties available under the scheme</li> <li>Number of tenancies sustained after 12 months</li> </ul>
3.4	Identify and pursue the lease or purchase of suitable quality units of temporary accommodation in the District	<ul style="list-style-type: none"> <li>Work with partners and colleagues to develop business cases for the purchase or lease existing properties including empty properties or homes on new build schemes</li> </ul>	<ul style="list-style-type: none"> <li>Head of Housing/Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Increased provision of temporary accommodation units within the District</li> </ul>
3.5	Optimise revenue available to create new services by monitoring funding opportunities and bidding for funding where this could fill gaps in service provision	<ul style="list-style-type: none"> <li>Review funding opportunities relating to the service area and customer needs, submitting bids as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Head of Housing/Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Funding opportunities maximised</li> </ul>
Page 70	Data technology updated to improve the early intervention and prevention of homelessness and clearly demonstrate outcomes	<ul style="list-style-type: none"> <li>Partner with KCC as part of the Xantura One View pilot</li> </ul>	<ul style="list-style-type: none"> <li>Head of Housing/Homelessness Prevention Manager/HERO Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>Number of households where homelessness is prevented before 56 days</li> </ul>
3.7	Through the Council's HERO team, make use of available funding to identify those likely to be affected by the rising cost of living, offering proactive advice and support	<ul style="list-style-type: none"> <li>Allocation of Household Support Fund and other Government grants</li> <li>Host community roadshow events at community venues, including GP practices, to provide advice and signpost to help and support</li> </ul>	<ul style="list-style-type: none"> <li>Homelessness Prevention Manager/HERO Team Leader</li> <li>Homelessness Prevention Manager/HERO Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 1</li> <li>Annually</li> </ul>	<ul style="list-style-type: none"> <li>Funding stream launched and allocated</li> <li>Regular roadshows held in Swanley and Edenbridge</li> <li>Xantura data used to target resources to locations of known housing need in order to upstream homelessness</li> <li>Regular liaison with all relevant stakeholders from across the District</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure the Council's website is updated in light of new legislation/available funding, etc</li> <li>• Regular updates in In Shape magazine</li> <li>• Service Level Agreement (SLA) with Citizens Advice to provide support and advice, including housing, benefits, and debt advice</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness Prevention Manager/HERO Team Leader</li> <li>• Homelessness Prevention Manager/HERO Team Leader</li> <li>• Head of Housing/Homelessness Prevention Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-annually</li> <li>• Bi-annually</li> <li>• Bi-annually</li> </ul>	<ul style="list-style-type: none"> <li>• Website updated</li> <li>• Updates given in 2 - In Shape editions per year</li> <li>• SLA agreed</li> </ul>
3.8	Enhance our joint working with our RPs and other partners, so that they support the Council to deliver additional units of temporary accommodation for homeless households	<ul style="list-style-type: none"> <li>• Implement Action 1.5 - Bi-annual RP Forums held to share new ideas and best practice</li> <li>• Strategic Partnership Agreement in place between WKHA and the Council</li> <li>• Additional units of temporary accommodation units for the Council's use provided by RPs from within their existing stock</li> <li>• Delivery of Vine Court Road and Orchards Close in partnership with WKHA as part of the Rough Sleeping</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/Housing Strategy Manager/Homelessness Prevention Manager</li> <li>• Chief Officer, People and Places/Head of Housing</li> <li>• Head of Housing/Homelessness Prevention Manager/Housing Strategy Manager</li> <li>• Head of Housing/Homelessness Prevention Manager/Housing Strategy Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-annually</li> <li>• Year 2</li> <li>• Ongoing</li> <li>• Year 1</li> </ul>	<ul style="list-style-type: none"> <li>• RP Forums held and temporary accommodation needs highlighted</li> <li>• Agreement in place, monitored and reviewed every three years</li> <li>• Increased number of temporary accommodation units made available to the Council</li> <li>• RSAP funding drawn down and homes delivered</li> <li>• Accommodation occupied</li> </ul>

		<p>Accommodation Programme (RSAP)</p> <ul style="list-style-type: none"> <li>• Seek opportunities with new partners to provide interim accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Strategy Manager/Housing Accommodation Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1</li> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Lease completed for 6 units of interim accommodation in Edenbridge in partnership with Home Farm Trust Ltd</li> <li>• Number of units leased</li> </ul>
3.9	<p>Deliver and implement a new five year Homelessness and Rough Sleeper Strategy in 2022/23</p>	<ul style="list-style-type: none"> <li>• Adoption of a Homelessness and Rough Sleeping Strategy 2023/2028</li> <li>• Completion of Homelessness Review to support the Homelessness and Rough Sleeping Strategy</li> <li>• Launch of Multi-Agency Support Service for our most complex street homeless/vulnerable homeless</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Housing/Homelessness Prevention Manager</li> <li>• Head of Housing/Housing Strategy Manager/Housing Enabling Officer/Homelessness Prevention Manager</li> <li>• Housing Prevention Manager/Housing Advice Team Leader/Housing Pathway Co-ordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Year 1 and 2</li> <li>• Year 1</li> <li>• Year 1</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy adopted at Full Council</li> <li>• Homelessness Review completed</li> <li>• Number of rough sleepers in the District identified at the mandatory annual count and additional Council led counts</li> <li>• Number of rough sleepers and single homeless in settled accommodation</li> </ul>

## Theme 4: Healthy people, homes and places

	Priority	Action	By whom	When	How Measured
4.1	Improve the conditions of homes in the private sector, including those let by private landlords, with particular emphasis on those areas highlighted through Building Research Establishment (BRE) evidence	<ul style="list-style-type: none"> <li>Refresh Private Sector Housing Assistance Policy 2025/2030</li> <li>Work with landlords and the Landlords Forum to encourage take up of energy efficiency improvement works and retro-fitting</li> <li>Work with landlords to ensure required standards are understood and met, with forms of assistance signposted</li> </ul>	<ul style="list-style-type: none"> <li>Private Sector Housing Team Leader</li> <li>Private Sector Housing Team Leader</li> <li>Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 3 – 6/2025</li> <li>Ongoing</li> <li>Year 2</li> </ul>	<ul style="list-style-type: none"> <li>Policy adopted by Council</li> <li>Number of properties improved through action under the Policy</li> <li>Measures undertaken by landlords and take up analysed</li> <li>Web-based checklist developed and implemented to provide clarity to landlords in terms of required standards</li> </ul>
4.2	Increase awareness of council services and initiatives in relation to warm homes, energy efficiency and retro-fit technologies	<ul style="list-style-type: none"> <li>Through targeted activity, ensure maximum uptake of <a href="#">Home Upgrade Grant</a> (HUG) funding</li> <li>Implement Action 2.10 - Use BCF to fund a dedicated hand-holding officer to deal with various challenges facing vulnerable residents and those facing fuel poverty, in the private sector, eg tackle poor housing conditions, promote energy efficiency/energy savings, and give</li> </ul>	<ul style="list-style-type: none"> <li>Private Sector Housing Team Leader</li> <li>Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 - 4/2023</li> <li>Year 1 – 4/2023 and ongoing</li> </ul>	<ul style="list-style-type: none"> <li>At least 95% of HUG funding taken up</li> <li>Officer in post and continuing, subject to funding</li> </ul>

		guidance on rightsizing opportunities			
4.3	Improve areas of high social and economic deprivation, including housing within the Council's ownership, and beyond, through an approach that improves the built environment and supports better education, employment, and housing outcomes for existing and future residents	<ul style="list-style-type: none"> <li>Condition survey undertaken of Hever Road Gypsy and Traveller Site and subject to funding, improvement plan put in place</li> <li>Ensure provision is made for Gypsy and Traveller accommodation to meet the needs of the community</li> </ul>	<ul style="list-style-type: none"> <li>Housing Strategy Manager/Property Compliance and Maintenance Manager</li> <li>Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>Year 2</li> <li>Year 1 - 12/2022</li> </ul>	<ul style="list-style-type: none"> <li>Subject to funding and consultation with residents, improvements to site completed, residents engaged and encouraged to make use of Sevenoaks One You Lifestyle Improvement Service and HERO services providing support with health and housing; fuel poverty; welfare benefit support; retraining and further education options and further education options and getting back to work</li> <li>Relevant policies included in emerging Local Plan Reg 18 consultation</li> </ul>
4.4	Encourage developers to bring forward schemes that support our commitment for the council and its assets to be Net Zero by 2030, and our ambition for the district to be Net Zero by 2030. This includes supporting carbon-neutral and carbon-positive technologies in new homes, without diminishing the level of affordable homes provided	<ul style="list-style-type: none"> <li>Policy formulated which assists in the reduction of carbon emissions and in achieving the Net Zero 2030 commitment</li> </ul>	<ul style="list-style-type: none"> <li>Planning Policy</li> </ul>	<ul style="list-style-type: none"> <li>Year 1 - 12/2022</li> </ul>	<ul style="list-style-type: none"> <li>Relevant policies included in emerging Local Plan Reg 18 consultation</li> </ul>
4.5	Introduce a new environmental sustainability standard for all our new developments	<ul style="list-style-type: none"> <li>All new QH, Quercus 7 and Council development to achieve high sustainability</li> </ul>	<ul style="list-style-type: none"> <li>Housing Strategy Manager/Strategic Head of Property and Commercial</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Standard met and recorded in the Net Zero Action Plan report</li> </ul>

		standards, wherever possible/viable			
4.6	Collaborate with RPs to bring about the retrofitting of existing stock with zero carbon technologies, particularly with the least sustainable stock	<ul style="list-style-type: none"> <li>Implement Action 1.5 – Bi-annual RP Forums held to share new ideas and best practice</li> </ul>	<ul style="list-style-type: none"> <li>Housing Strategy Manager/Private Sector Housing Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Year 1</li> </ul>	<ul style="list-style-type: none"> <li>RP Forums held and retrofitting promoted and completed measures recorded in the Net Zero Action Plan report</li> </ul>
4.7	Reduce digital inequality and digital poverty by working with Registered Providers to improve opportunities for their residents to benefit from super-fast broadband	<ul style="list-style-type: none"> <li>Deliver a Digital inclusion project in partnership with Compaid and WKHA, providing devices, data, and training to homeless households</li> <li>Support the Health and Communities Manager and WKHA to work with KCC to scope a Community Wifi pilot project</li> </ul>	<ul style="list-style-type: none"> <li>Homelessness Prevention Manager/HERO Team Leader</li> <li>Head of Housing/Homelessness Prevention Manager</li> </ul>	<ul style="list-style-type: none"> <li>Year 1</li> <li>Year 1 and 2</li> </ul>	<ul style="list-style-type: none"> <li>Number of customer referrals to Compaid service</li> <li>Project initiation completed in partnership with KCC</li> <li>Project launched, subject to funding</li> </ul>
4.8	Support the Sevenoaks District Armed Forces Covenant, ensuring veterans are able to access housing support and advice.	<ul style="list-style-type: none"> <li>Consider the needs of armed forces in the Allocations Policy refresh.</li> <li>Single point of contact for housing advice for veterans leaving the Armed Forces.</li> </ul>	<ul style="list-style-type: none"> <li>Homelessness Prevention Manager/HERO Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Policy adopted.</li> <li>Nominated officer and elected member Armed Forces Champions.</li> </ul>

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**Housing and Health Advisory Committee Work Plan 2022/23 (as at 02/08/22)**

**15 September 2022**

- Health and wellbeing action plan 2022/23
- Mental Health update
- Homelessness and Rough Sleeping Strategy 2023 - 2028
- Eligibility criteria for new affordable housing providers wishing to operate in the Sevenoaks District
- Housing Strategy 2022-2027 Action Plan

**22 November 2022**

- Update on Empty Homes Action Plan
- Making Best Use Of The Social Housing Stock Tenant Support Officer And Downsizing Cash Incentive Scheme
- Budget 2023/24: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)
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**7 February 2023**

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