



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

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

		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"> If approved, applications submitted
1.3	Consider the full range of options for additional modest-scale housing activity – ‘massive small’	<ul style="list-style-type: none"> Review Council owned sites and disposals suitable for affordable housing Complete disposal of 2 sites to English Rural Housing Association (ERHA) for the development of local needs housing 	<ul style="list-style-type: none"> Chief Officer, People and Places/Strategic Head, Property and Commercial/Head of Housing/Housing Strategy Manager Housing Enabling Officer/Senior Estates Surveyor 	<ul style="list-style-type: none"> Ongoing Year 1 	<ul style="list-style-type: none"> Affordable housing delivered and acquired on Council-led sites in the district by the Council and Quercus Housing Sites approved for disposal by Cabinet and, subject to planning and legal, sites disposed to ERHA
1.4	Consider a range of options to acquire and deliver affordable and specialist homes in in the district	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Head of Housing/Housing Strategy Manager 	<ul style="list-style-type: none"> Year 1 and 2 	<ul style="list-style-type: none"> Business Case and financial model completed and submitted for consideration and approval

1.5	Continue to develop relationships and encourage strategic development partnerships with Registered Providers (RPs)	<ul style="list-style-type: none"> • Eligibility criteria established to facilitate working with additional RP's, including those seeking partnership status • Bi-annual RP Forums held to share new ideas and best practice 	<ul style="list-style-type: none"> • Head of Housing/Housing Strategy Manager/Housing Enabling Officer • Head of Housing/Housing Strategy Manager/Housing Enabling Officer 	<ul style="list-style-type: none"> • Year 1 and 2 • Year 1 	<ul style="list-style-type: none"> • Eligibility criteria approved by Cabinet • Additional RP partners secured • RP Forums held
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"> • 5 year programme of local needs surveys undertaken • Assistance provided to facilitate delivery of new local needs housing 	<ul style="list-style-type: none"> • Housing Enabling Officer • Housing Enabling Officer 	<ul style="list-style-type: none"> • Year 3 – 6/2025 • Ongoing 	<ul style="list-style-type: none"> • All Town and Parish Council areas surveyed • At least 30 new local needs homes delivered during the Strategy period, subject to planning approval
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"> • Findings of the Targeted Review of Local Housing Needs and the Older Persons' Housing Study articulated within emerging Local Plan policies • 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 • Encourage specialist RP partners to work with the Council to deliver a range of new affordable housing 	<ul style="list-style-type: none"> • Housing Strategy Manager/Planning Policy • Housing Accommodation Team Leader/Private Sector Housing Team Leader • Housing Strategy Manager 	<ul style="list-style-type: none"> • Year 3 – 12/2024 • Year 1 onwards • Year 1 onwards 	<ul style="list-style-type: none"> • Relevant policies included within emerging Local Plan Reg 18 consultation and onwards • Process adopted • Increase in specialist RP partners delivering homes in the district

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"> • MMC delivery encouraged through emerging Local Plan policy 	<ul style="list-style-type: none"> • Housing Enabling Officer/Planning Policy 	<ul style="list-style-type: none"> • Year 3 – 12/2024 	<ul style="list-style-type: none"> • Relevant policies included within emerging Local Plan Reg 18 consultation and onwards
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"> • 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 • 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 • Continue to operate the Council's self-build register to monitor demand, and meet demand through the granting of planning permission for suitable plots 	<ul style="list-style-type: none"> • Housing Enabling Officer • Housing Enabling Officer • Planning Policy Officer 	<ul style="list-style-type: none"> • Year 1 to Year 3 • Year 1 and 2 • Year 2 and 3 • Ongoing 	<ul style="list-style-type: none"> • Service level agreement in place for 2 year period • Project plan drawn up • Subject to local support, site identified, and planning application submitted • Annual monitoring of self-build plots
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"> • Include proposal in Local Plan Reg 18 consultation and, subject to support, articulated in adopted version of the Local Plan and the AH SPD 	<ul style="list-style-type: none"> • Housing Enabling Officer/Planning Policy Officer 	<ul style="list-style-type: none"> • Ongoing up to Year 3 – 12/2024 	<ul style="list-style-type: none"> • Policy included in Local Plan Reg 18 consultation Subject to support and outcome of examination, policy included adopted Local Plan and AH SPD
1.12	Ensure S106 affordable housing contributions are spent in a timely manner to provide more affordable homes	<ul style="list-style-type: none"> • Projects identified and Chief Officer (People and Places) and 	<ul style="list-style-type: none"> • Head of Housing/ 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Affordable housing enabled/homes delivered

		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"> Support RP partners by helping with site identification, planning process advice and funding of schemes Work with RP partners to deliver age appropriate housing, which conforms to Housing our Ageing Population Panel for Innovation (HAPPI) standards wherever practicable 	<ul style="list-style-type: none"> Housing Strategy Manager/Housing Enabling Officer Housing Strategy Manager/Housing Enabling Officer 	<ul style="list-style-type: none"> Ongoing Ongoing 	<ul style="list-style-type: none"> Age appropriate housing developments submitted for planning Age appropriate homes delivered
2.2	Include provisions in the emerging Local Plan to deliver accessible and wheelchair adapted housing	<ul style="list-style-type: none"> Policies included in new Local Plan to ensure new homes meet the needs of older and disabled households Ensure new developments deliver homes in accordance with adopted Local Plan Policy 	<ul style="list-style-type: none"> Housing Enabling Officer/Planning Policy Officer Planning Policy Officer Housing Strategy Manager/Housing Enabling Officer 	<ul style="list-style-type: none"> Year 1 – 12/2022 Year 3 - 12/2024 and onwards Year 3 - 12/2024 and onwards 	<ul style="list-style-type: none"> Policies included in Local Plan Reg 18 consultation and onwards Local Plan adopted and delivery analysed in the annual Authority Monitoring Report 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
2.3	Consider the inclusion of a specific Older Persons' Housing Policy within the emerging Local Plan	<ul style="list-style-type: none"> Reg 18 consultation version of Local Plan to include a specific Older Persons' Housing Policy 	<ul style="list-style-type: none"> Housing Enabling Officer/Planning Policy Officer 	<ul style="list-style-type: none"> Year 1 – 12/2022 	<ul style="list-style-type: none"> Local Plan Reg 18 consultation undertaken

		<ul style="list-style-type: none"> • Subject to outcome of consultation, appropriate policy included in emerging Local Plan 	<ul style="list-style-type: none"> • Planning Policy Officer 	<ul style="list-style-type: none"> • Year 3 – 12/2024 	<ul style="list-style-type: none"> • Relevant policies included within emerging Local Plan
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"> • 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 	<ul style="list-style-type: none"> • Head of Housing • Planning Policy Officer 	<ul style="list-style-type: none"> • Year 1 and 2 • Year 2 	<ul style="list-style-type: none"> • Current and projected needs data agreed • Relevant policies included within emerging Local Plan
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"> • New Housing Register Allocation Scheme adopted, implemented, and publicised to older under-occupying social housing tenants • Implement Action 2.9 - Seek to introduce an enhanced rightsizing incentive scheme for social housing tenants • 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 • Implement Action 2.10 - Use Better Care Fund monies (BCF) to fund a dedicated hand-holding officer to deal with various challenges facing vulnerable 	<ul style="list-style-type: none"> • Housing Accommodation Team Leader • Homelessness Prevention Manager • Housing Enabling Officer • Private Sector Housing Team Leader 	<ul style="list-style-type: none"> • Year 1 – 11/2002 onwards • Year 1 – 2/2023 • Year 1 and 2 • Year 2 and 3 • Year 1 – 4/2023 	<ul style="list-style-type: none"> • Publicity issued and ensuing Housing Register applications fast-tracked • Scheme approved by Cabinet • Project Plan drawn up • Subject to local support, site identified, and planning application submitted • Officer funded through BCF in post

		<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"> • 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 • 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 	<ul style="list-style-type: none"> • Private Sector Housing Team Leader • Head of Housing/Housing Strategy Manager/Private Sector Housing Team Leader 	<ul style="list-style-type: none"> • Year 3 – 6/2025 • Year 2 – 3/2024 	<ul style="list-style-type: none"> • Provision reviewed and included in Private Sector Housing Assistance Policy 2025-2030 (Action Point 4.1) • Number of safe and secure grants monitored • Review of best practice and outcomes and consider including in relevant Council policies subject to available funding
2.6	Within the existing RP stock, seek to refurbish, extend, or repurpose existing dwellings to make better use of them	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Housing Strategy Manager/Housing Enabling Officer 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Planning applications submitted for remodelling of stock

		<ul style="list-style-type: none"> Engage with Homes England to secure available grant funding to assist with remodelling Review the methods used by RP partners to advertise vacant older persons' social housing and its condition at point of advertisement 	<ul style="list-style-type: none"> Housing Strategy Manager/Housing Enabling Officer Housing Strategy Manager/Housing Accommodation Team Leader 	<ul style="list-style-type: none"> Ongoing Ongoing 	<ul style="list-style-type: none"> Grant secured Methods reviewed and agreed changes implemented by RP partners
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"> Subject to all necessary approvals, take forward pilots to showcase all deliverable exemplar standards, eg HAPPI, Passivhaus 	<ul style="list-style-type: none"> Strategic Head of Property and Commercial /Housing Strategy Manager 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Pilots delivered
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"> Sevenoaks District Housing Register Allocation Scheme 2022/2027 implemented 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. Draft bespoke Hever Road Traveller site Allocations Policy. 	<ul style="list-style-type: none"> Housing Accommodation Team Leader Homelessness Prevention Manager/Housing Accommodation Team Leader Housing Strategy Manager 	<ul style="list-style-type: none"> Year 1 – 11/2022 Annually, each July Year 1 – 2/2023 	<ul style="list-style-type: none"> Scheme implemented and Housing Register refreshed in accordance with new Scheme Scheme refined as required within permitted parameters Policy approved by Full Council
2.9	Seek to introduce an enhanced rightsizing incentive scheme for social housing tenants	<ul style="list-style-type: none"> Subject to agreement with partner RP's and approval of the use of S106 affordable housing commuted sum 	<ul style="list-style-type: none"> Homelessness Prevention Manager 	<ul style="list-style-type: none"> Year 1 – 2/2023 	<ul style="list-style-type: none"> Scheme approved by Cabinet

		<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"> • 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 	<ul style="list-style-type: none"> • Housing Accommodation Team Leader 	<ul style="list-style-type: none"> • From time officer in post 	<ul style="list-style-type: none"> • Promotional material in circulation • 100% nominations evidenced
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"> • 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 • 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 	<ul style="list-style-type: none"> • Private Sector Housing Team Leader • Housing Strategy Manager/Private Sector Housing Team Leader 	<ul style="list-style-type: none"> • Year 1 - 4/2023 • Year 2 - 7/2023 	<ul style="list-style-type: none"> • Officer in post • Review completed and outcomes implemented

		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"> • Appointment of a dedicated Empty Homes Officer for a fixed term 2 year period • Development of a new Empty Homes Action Plan subject to the recruitment to the post • 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 • On a case by case basis, investigate the use of Compulsory Purchase Order (CPO) powers or Management Orders, where necessary 	<ul style="list-style-type: none"> • Housing Strategy Manager • Housing Strategy Manager • Housing Strategy Manager • Private Sector Housing Team Leader/Legal Services 	<ul style="list-style-type: none"> • Year 1 • Year 1 • Year 2 and 3 • Ongoing 	<ul style="list-style-type: none"> • Empty Homes Officer in post • Empty Homes Action Plan approved • 15 empty homes brought back into use • Case evidenced and CPO or Management Orders and funding approved by Cabinet

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"> • Work with Kent Housing Group to ascertain emergency accommodation charges from private providers across the county and seek consistency • Review all emergency accommodation providers used by the Council and develop a preferred provider list 	<ul style="list-style-type: none"> • Head of Housing/ Homelessness Prevention Manager • Homelessness Prevention Manager/Accommodation Team Leader/Housing Strategy Manager 	<ul style="list-style-type: none"> • Year 1 and 2 • Year 1 and 2 	<ul style="list-style-type: none"> • Consistency of charging for temporary accommodation across Kent • List of preferred providers in place based on suitability/affordability
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"> • Provide regular Landlord Forum events for private sector landlords • Develop support pages for landlords on our website, to increase landlord engagement and to highlight any new incentives available • Investigate the provision of web alerts so that landlords are notified of updates 	<ul style="list-style-type: none"> • Head of Housing/ Housing Accommodation Team Leader • Housing Accommodation Team Leader • Housing Accommodation Team Leader 	<ul style="list-style-type: none"> • Bi-annually • Year 1 and ongoing • Year 1 	<ul style="list-style-type: none"> • Events held • Website updated and reviewed every 6 months • If feasible, web alerts implemented to subscribing landlords
3.3	Increase the engagement with Private Landlords through a Help to Let Plus service	<ul style="list-style-type: none"> • Develop a Communications campaign to promote the scheme • Host Landlord information events (in 	<ul style="list-style-type: none"> • Head of Housing/ Homelessness Prevention Manager • Head of Housing/ Homelessness Prevention 	<ul style="list-style-type: none"> • Year 1 and 2 • Ongoing 	<ul style="list-style-type: none"> • Communications Plan in place • Number of landlords signed up to the scheme

		<p>person and online) to promote the scheme</p> <ul style="list-style-type: none"> Develop and promote Case Studies of landlords signed up to the scheme 	<p>Manager</p> <ul style="list-style-type: none"> Head of Housing/Homelessness Prevention Manager 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Number of properties available under the scheme Number of tenancies sustained after 12 months
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"> 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 	<ul style="list-style-type: none"> Head of Housing/Housing Strategy Manager 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Increased provision of temporary accommodation units within the District
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"> Review funding opportunities relating to the service area and customer needs, submitting bids as appropriate 	<ul style="list-style-type: none"> Head of Housing/Housing Strategy Manager 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Funding opportunities maximised
3.6	Data technology updated to improve the early intervention and prevention of homelessness and clearly demonstrate outcomes	<ul style="list-style-type: none"> Partner with KCC as part of the Xantura One View pilot 	<ul style="list-style-type: none"> Head of Housing/Homelessness Prevention Manager/HERO Team Leader 	<ul style="list-style-type: none"> Year 1 and 2 	<ul style="list-style-type: none"> Number of households where homelessness is prevented before 56 days
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"> Allocation of Household Support Fund and other Government grants Host community roadshow events at community venues, including GP practices, to provide advice and signpost to help and support 	<ul style="list-style-type: none"> Homelessness Prevention Manager/HERO Team Leader Homelessness Prevention Manager/HERO Team Leader 	<ul style="list-style-type: none"> Year 1 Annually 	<ul style="list-style-type: none"> Funding stream launched and allocated Regular roadshows held in Swanley and Edenbridge Xantura data used to target resources to locations of known housing need in order to upstream homelessness Regular liaison with all relevant stakeholders from across the District

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

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

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"> Refresh Private Sector Housing Assistance Policy 2025/2030 Work with landlords and the Landlords Forum to encourage take up of energy efficiency improvement works and retro-fitting Work with landlords to ensure required standards are understood and met, with forms of assistance signposted 	<ul style="list-style-type: none"> Private Sector Housing Team Leader Private Sector Housing Team Leader Private Sector Housing Team Leader 	<ul style="list-style-type: none"> Year 3 – 6/2025 Ongoing Year 2 	<ul style="list-style-type: none"> Policy adopted by Council Number of properties improved through action under the Policy Measures undertaken by landlords and take up analysed Web-based checklist developed and implemented to provide clarity to landlords in terms of required standards
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"> Through targeted activity, ensure maximum uptake of Home Upgrade Grant (HUG) funding 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 	<ul style="list-style-type: none"> Private Sector Housing Team Leader Private Sector Housing Team Leader 	<ul style="list-style-type: none"> Year 1 - 4/2023 Year 1 – 4/2023 and ongoing 	<ul style="list-style-type: none"> At least 95% of HUG funding taken up Officer in post and continuing, subject to funding

		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"> Condition survey undertaken of Hever Road Gypsy and Traveller Site and subject to funding, improvement plan put in place Ensure provision is made for Gypsy and Traveller accommodation to meet the needs of the community 	<ul style="list-style-type: none"> Housing Strategy Manager/Property Compliance and Maintenance Manager Planning Policy 	<ul style="list-style-type: none"> Year 2 Year 1 - 12/2022 	<ul style="list-style-type: none"> 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 Relevant policies included in emerging Local Plan Reg 18 consultation
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"> Policy formulated which assists in the reduction of carbon emissions and in achieving the Net Zero 2030 commitment 	<ul style="list-style-type: none"> Planning Policy 	<ul style="list-style-type: none"> Year 1 - 12/2022 	<ul style="list-style-type: none"> Relevant policies included in emerging Local Plan Reg 18 consultation
4.5	Introduce a new environmental sustainability standard for all our new developments	<ul style="list-style-type: none"> All new QH, Quercus 7 and Council development to achieve high sustainability 	<ul style="list-style-type: none"> Housing Strategy Manager/Strategic Head of Property and Commercial 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Standard met and recorded in the Net Zero Action Plan report

		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"> Implement Action 1.5 – Bi-annual RP Forums held to share new ideas and best practice 	<ul style="list-style-type: none"> Housing Strategy Manager/Private Sector Housing Team Leader 	<ul style="list-style-type: none"> Year 1 	<ul style="list-style-type: none"> RP Forums held and retrofitting promoted and completed measures recorded in the Net Zero Action Plan report
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"> Deliver a Digital inclusion project in partnership with Compaid and WKHA, providing devices, data, and training to homeless households Support the Health and Communities Manager and WKHA to work with KCC to scope a Community Wifi pilot project 	<ul style="list-style-type: none"> Homelessness Prevention Manager/HERO Team Leader Head of Housing/Homelessness Prevention Manager 	<ul style="list-style-type: none"> Year 1 Year 1 and 2 	<ul style="list-style-type: none"> Number of customer referrals to Compaid service Project initiation completed in partnership with KCC Project launched, subject to funding
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"> Consider the needs of armed forces in the Allocations Policy refresh. Single point of contact for housing advice for veterans leaving the Armed Forces. 	<ul style="list-style-type: none"> Homelessness Prevention Manager/HERO Team Leader 	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> Policy adopted. Nominated officer and elected member Armed Forces Champions.