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# NOTICE OF MEETING

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## CABINET MEMBER FOR HOUSING (SPECIAL)

MONDAY, 23 MARCH 2020 AT 4.30 PM

## EXECUTIVE MEETING ROOM - THE GUILDHALL

Telephone enquiries to Joanne Wildsmith, Democratic Services Tel: 9283 4057  
Email: [joanne.wildsmith@portsmouthcc.gov.uk](mailto:joanne.wildsmith@portsmouthcc.gov.uk)

If any member of the public wishing to attend the meeting has access requirements, please notify the contact named above.

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## CABINET MEMBER FOR HOUSING

Councillor Darren Sanders (Liberal Democrat)

### Group Spokespersons

Councillor Cal Corkery, Labour  
Councillor Scott Payter-Harris, Conservative

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(NB This Agenda should be retained for future reference with the minutes of this meeting.)

Please note that the agenda, minutes and non-exempt reports are available to view online on the Portsmouth City Council website: [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

**Deputations by members of the public may be made on any item where a decision is going to be taken. The request should be made in writing to the contact officer (above) by 12 noon of the working day before the meeting, and must include the purpose of the deputation (for example, for or against the recommendations). Email requests are accepted.**

## AGENDA

- 1 Apologies for Absence
- 2 Declaration of Interests
- 3 Highgrove Lodge Site - Development of Supported Housing (Pages 5 - 22)

The purpose of the report by the Director of Housing, Neighbourhood and

Building Services is to:

- seek approval from Cabinet Member for Housing to instruct Housing, Neighbourhood and Building's Design Team to deliver a new development of four, 4 bed flats and two, 4 bed bungalows on the redundant Highgrove Lodge site.
- seek approval of the financial appraisal delivering 6 new properties, this in turn delivers new homes for 24 adults with either learning disabilities and/or physical disabilities within the Supported Housing Portfolio.

The development could potentially deliver annual savings to the general fund of c. £96,256pa. Plus savings to the Clinical Commissioning Group (CCG) of c.£412,000pa. Due to the provision of a six month building occupation time. It is estimated that this could be realised in full from May 2023.

### **RECOMMENDED**

- (1) That the Cabinet Member for Housing approves Capital Expenditure of £5.1m, to deliver 6 new properties housing 24 adults with Learning disabilities and/or physical disabilities comprising of four, 4 bed shared flats and two, 4 bed shared bungalows to be held in the Supported Housing Portfolio within the Housing Revenue Account.**
- (2) That the Cabinet Member for Housing delegates authority to the Head of Housing, Neighbourhood and Building Services in consultation with the Head of Finance & S151 Officer to amend the composition and spending profile of the proposed schemes in order to meet planning and design requirements and also to agree the use of either Grant funding or 141 receipts whilst ensuring that the schemes remain financially viable following any necessary changes.**
- (3) That the Cabinet Member for Housing delegates the Director of Housing, Neighbourhood and Building to apply for any grant funding to support the scheme.**

#### **4 Update on the Empty Property Strategy (information item) (Pages 23 - 32)**

The information report by the Director of Housing, Neighbourhood and Building Services provides an update on the progress of the Empty Private Residential Property Strategy 2019 - 2024 and the outcomes that were agreed in March 2019.

Members of the public are permitted to use both audio visual recording devices and social media during this meeting, on the understanding that it neither disrupts the meeting nor records those stating explicitly that they do not wish to be recorded. Guidance on the use of devices at meetings open to the public is available on the Council's website and posters on the wall of the meeting's venue.

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# Agenda Item 3



Portsmouth  
CITY COUNCIL

<b>Title of meeting:</b>	Housing Cabinet
<b>Date of meeting:</b>	23 <sup>rd</sup> March 2020
<b>Subject:</b>	Development of Affordable Housing - Highgrove Site
<b>Report by:</b>	James Hill - Director of Housing, Neighbourhood and Building Services
<b>Wards affected:</b>	Drayton & Farlington
<b>Key decision:</b>	Yes
<b>Full Council decision:</b>	No

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## 1. Purpose of report

- 1.1 To seek approval from Cabinet Member for Housing to instruct Housing, Neighbourhood and Building's Design Team to deliver a new development of four, 4 bed flats and two, 4 bed bungalows on the redundant Highgrove Lodge site.
- 1.2 To seek approval of the financial appraisal delivering 6 new properties, this in turn delivers new homes for 24 adults with either learning disabilities and/or physical disabilities within the Supported Housing Portfolio.
- 1.3 The development could potentially deliver annual savings to the general fund of c. £96,256pa. Plus savings to the Clinical Commissioning Group (CCG) of c.£412,000pa. Due to the provision of a six month building occupation time, It is estimated that this could be realised in full from May 2023.

## 2. Recommendations

- 2.1 **That the Cabinet Member for Housing approves Capital Expenditure of £5.1m, to deliver 6 new properties housing 24 adults with Learning disabilities and/or physical disabilities comprising of four, 4 bed shared flats and two, 4 bed shared bungalows to be held in the Supported Housing Portfolio within the Housing Revenue Account.**
- 2.2 **That the Cabinet Member for Housing delegates authority to the Head of Housing, Neighbourhood and Building Services in consultation with the Head of Finance & S151 Officer to amend the composition and spending profile of the proposed schemes in order to meet planning and design requirements and also to agree the use of either Grant funding or 141 receipts whilst ensuring that the schemes remain financially viable following any necessary changes.**

**2.3 That the Cabinet Member for Housing delegates the Director of Housing, Neighbourhood and Building to apply for any grant funding to support the scheme.**

### **3. Background**

- 3.1 This site has previously stalled due to it being within flood zone 3, the Environment agency have since redrawn their maps and the flood zone has reduced, this alongside the development on the old dairy site gives confidence to a new development going forward.
- 3.2 Following the completion of the feasibility study, permission is sought to progress the scheme to deliver supported housing for adults with learning disabilities and/or physical disabilities. As this build delivers new homes across both PCC and the CCG, a working group has been set up comprising of Housing, Neighbourhood and Building Services and colleagues from Adult Social Care and the Clinical Commissioning Group.
- 3.3 Consultation with both the ward councillors and portfolio members will be completed in March 2020 making all parties aware of the scheme.
- 3.4 A financial appraisal has been completed showing the scheme will deliver savings to the general fund of £96,256 per annum, plus £412,000 to the CCG. The savings are estimated to deliver at 80% in 2023/24 as the supported housing business partner understandably allows a six month building occupation, as it is not viable to move 24 adults simultaneously, will the full savings being realised in 2024/25. The building also generates a yearly rental yield of £144,000 to the Housing Revenue Account, based on current rent charges. The savings are generated through reduced care costs, these can be from no longer paying hotel charges by moving to supported living or from the economies of providing care to a number of people within the same home.
- 3.5 In December 2018, Cabinet approved a Housing and Social Care Scrutiny report supporting the delivery of alternative models of accommodation beyond the initial learning and disability group, working with the Director of Adult Social Care and other directors as appropriate.
- 3.6 The demand for high quality, bespoke housing which is suitable for 24/7 wheelchair users and bariatric bed users including those with the additional need arising from having a learning disability is high, some of the current provision which ASC and CCG use is high cost out of city residential care homes, the ability to repatriate people back into the city and provide homes to meet needs is high on the agendas for the working group.
- 3.7 The supported housing business partner will seek to secure grant funding from Homes England to support the scheme, it should be noted that this funding cannot be used alongside 141 receipts.

#### **4. Reasons for recommendations**

- 4.1 These homes will provide much needed homes for residents and support Portsmouth City Councils corporate priority 1 " Make Portsmouth a city that works together, enabling communities to thrive and people to live healthy, safe and independent lives".
- 4.2 The schemes will increase the overall number of homes in the HRA and will improve its viability to allow for continued maintenance and tenant services to residents.
- 4.3 The scheme will improve the living environment for residents moving in.
- 4.4 The scheme will allow both Adult Social Care and Clinical Commissioning Group to move adults into better quality and more suitable homes, designed rather adapted to meet need, but also for these homes to within the Portsmouth City Council boundary.

#### **5. Integrated impact assessment**

- 5.1 An Integrated Impact Assessment has been completed, this report seeks to obtain permission to develop new additional housing situated in Farlington. No adverse integrated implications were identified.

#### **6. Legal implications**

- 6.1 The recommendations are within the power of the Cabinet Member for Housing to adopt, and for the City Council to approve, and raise no immediate notable legal implications. The delegations recommended in the report are supportable and focus upon the scheme delivery within the HRA.

#### **7. Director of Finance's comments**

- 7.1 Highgrove Lodge is already included in the HRA approved Capital Programme. The Council have to date spent around £50,000 of the approved budget. There remains a budget of £2.19m of the current approved budget. This report asks to increase this budget by a further £2.91m. Bringing the total budget to £5,150,000.
- 7.2 A financial appraisal has been carried out that demonstrates that the Council could build these properties within the Housing Revenue Account using unsupported borrowing and that it would be financially viable to rent the property at affordable rent levels after taking account of borrowing costs and maintenance. The development will be funded from a combination of 141 receipts at £1.5m and £3.6m from unsupported borrowing. The Council will also pursue other external additional funding as set out in the report.

7.3 As well as being financially viable in the Housing revenue Account as stated in the main body of the report this is likely to reduce costs in Adult Social Care and the CCG by over £500,000 per annum.

.....  
Signed by:  
James Hill - Director of Housing, Neighbourhood & Building Services

**Appendices:**

- A - Integrated Impact Assessment
- B - Design drawings

**Background list of documents: Section 100D of the Local Government Act 1972**

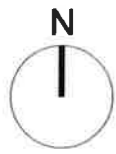
The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

The recommendation(s) set out above were approved/ approved as amended/ deferred/ rejected by ..... on .....

.....  
Signed by:





NOTE: All dimensions to be checked on site prior to commencement of any work  
 \*\*\*DO NOT SCALE FROM THIS DRAWING\*\*\*  
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**Area Key**

- Plot 1**  
 1 No. 1 Bed Annexe (Learning Disabilities) = 58m<sup>2</sup>
- Plot 2**  
 1 No. 4 Bed Bungalow (Learning Disabilities) = 218m<sup>2</sup>
- Plot 3**  
 1 No. 4 Bed Bungalow (Physical Disabilities) = 233m<sup>2</sup>
- Plot 4**  
 1 No. 1 Bed Annexe (Physical Disabilities) = 62m<sup>2</sup>
- Plots 5-8**  
 4 No. 4 Bed Flats (Physical & Learning Disabilities) = 192m<sup>2</sup> each
- Communal & Plant Areas = 96m<sup>2</sup>
- Total Gross Internal Area = 1435m<sup>2</sup>**

**Parking**

- 15 No. Standard Parking Spaces  
 1 No. Enlarged Drop-off Space

Rev	Date	Revision Details (Amended By)	Approved By
P4	27/02/20	Updated for presentation	CG
P3	21/02/20	Changes following meeting	CG
P2	11/02/20	Areas reduced	CG

Project  
**Highgrove Lodge Site  
 Proposed Supported  
 Living Housing**

Drawing Title  
**Preliminary Site Plan**

Date February 2020 Scale @ A2 1 : 500

Housing, Neighbourhood & Building Services



DEPARTMENTAL SECTION: Tel No: 023 92 841516

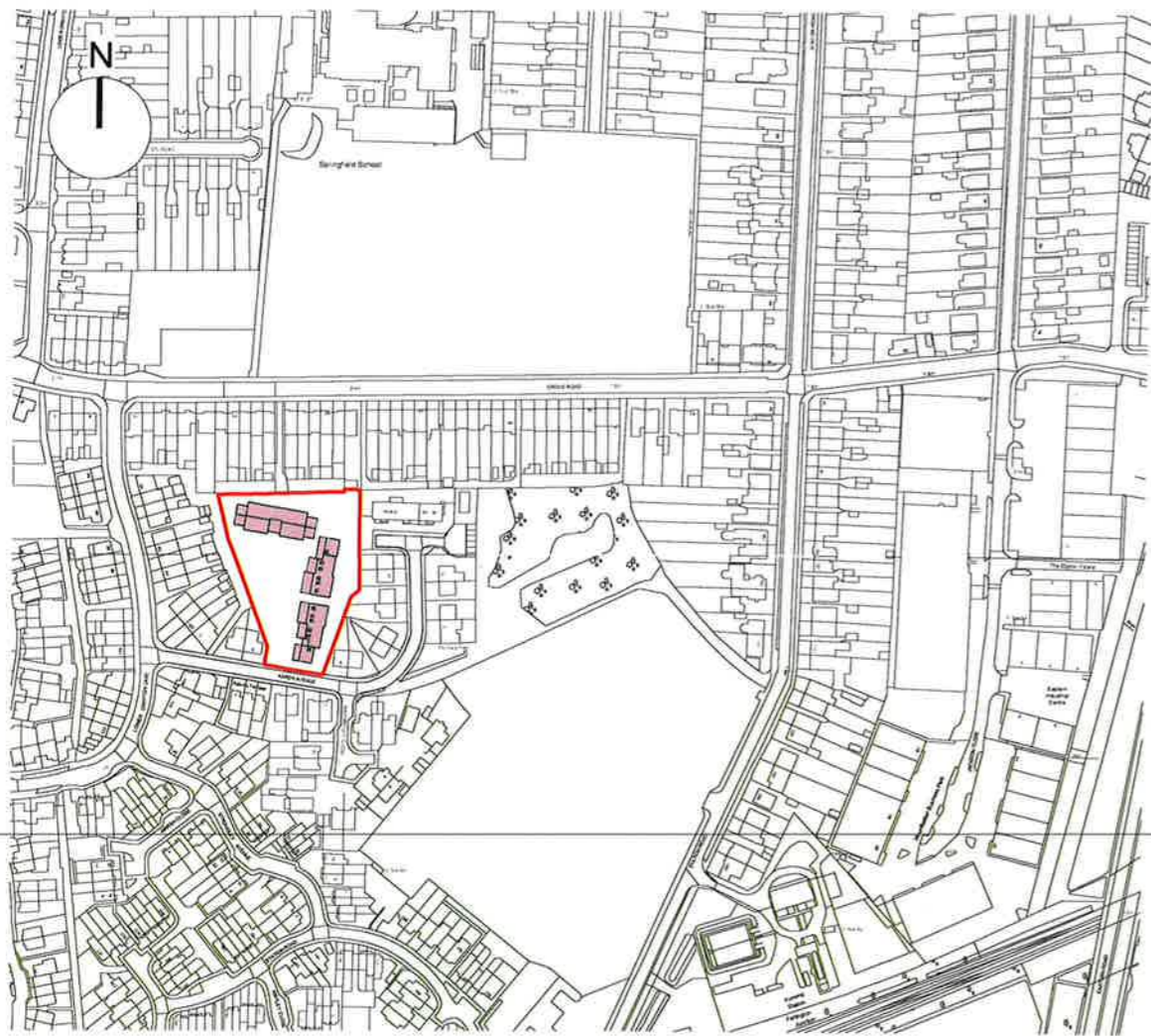
ARCHITECTS GROUP - Susan Whitehouse Dip.L.A. M.L.I. Design Group Head Fax No: 023 92 834735

Design/ Survey By CG	Drawn By SJ	Checked By CG
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Drawino No  
**1428 / 1007 / P4**

SURVEY	DESIGN	WORKING DRAWING
FEASIBILITY	TENDER	AS BUILT
INFORMATION	CONTRACT	A.I.

NOTE: All dimensions to be checked on site prior to commencement of any work  
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Page 10

OS Plan | 1:2500

Aerial View | Google Maps

P1	02/03/20	Updated for presentation	CG
Rev	Date	Revision Details (Amended By)	Approved By

Project  
**Highgrove Lodge Site  
 Proposed Supported  
 Living Housing**

Drawing Title  
**Location Plan**

Date: March 2020      Scale @ A2: 1 : 2500

Housing, Neighbourhood & Building Services  
 **Portsmouth CITY COUNCIL**      JAMES HILL  
 Head of Service

DEPARTMENTAL SECTION:      Tel No: 023 92 841511  
 ARCHITECTS GROUP - Susan Whitehouse Dip.L.A. M.L.I. Design Group Head      Fax No: 023 92 834738

Design/ Survey By: CG      Drawn By: SJ      Checked By: CG

Drawing No  
**1428 / 1011 / P1**

SURVEY	DESIGN	WORKING DRAWING
FEASIBILITY	TENDER	AS BUILT
INFORMATION	CONTRACT	A.I.



01 Looking East along Karen Avenue



02 Looking North East along Karen Avenue



03 Looking North along Karen Avenue



04 Continuing North along Karen Avenue

Street Views | Google Maps

NOTE All dimensions to be checked on site prior to commencement of any work  
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**Birds Eye View | Looking North East**



**View from Karen Avenue | Looking North**



**View towards Karen Avenue | Looking South East**

Rev	Date	Revision Details (Amended By)	Approved By
P3	27/02/20	Updated for presentation	CG
P2	11/02/20	Updated for presentation	CG

Project  
**Highgrove Lodge Site  
 Proposed Supported  
 Living Housing**

Drawing Title  
**Preliminary 3D View**

Date February 2020 Scale @ A2

Planning, Neighbourhood & Building Services

 **Portsmouth CITY COUNCIL** JAMES HILL  
 Head of Service

DEPARTMENTAL SECTION: Tel No: 023 92 841511  
 ARCHITECTS GROUP - Susan Whitehouse Dip L.A. M.L.I. Design Group Head Fax No: 023 92 834736

Design/ Survey By CG	Drawn By SJ	Checked By CG
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Drawing No  
**1428 / 1010 / P3**

SURVEY	DESIGN	WORKING DRAWING
FEASIBILITY	TENDER	AS BUILT
INFORMATION	CONTRACT	A.I.

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# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
  - Communities and safety
  - Regeneration and culture
  - Environment and public space
  - Equality & - Diversity This can be found in Section A5

**Directorate:**

Housing, Neighbourhood and Building Services

**Service, function:**

Business Relationships

**Title of policy, service, function, project or strategy (new or old) :**

Development of new affordable housing for adults with physical disabilities both with and without additional needs.  
To be built on the redundant highgrove lodge site.

**Type of policy, service, function, project or strategy:**

- Existing
- New / proposed
- Changed

**What is the aim of your policy, service, function, project or strategy?**

To build 6 new bespoke properties housing 24 adults with a mixture of physical disabilities and learning disabilities.

Has any consultation been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

Internal consultation with both ASC & CCG has taken place to establish the need & demand for these properties, the feasibility and design is based on this outcome.

## A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

### A1-Crime - Will it make our city safer?

In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact [Lisa.Wills@portsmouthcc.gov.uk](mailto:Lisa.Wills@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA supports the proposal to deliver new homes, the existing site has had some bulk waste dumped on it, the delivery of the new homes should stop this in the future.

How will you measure/check the impact of your proposal?

## A - Communities and safety

Yes

No

Is your policy/proposal relevant to the following questions?

### A2-Housing - Will it provide good quality homes?

In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA supports the delivery of new affordable homes, designed by PCC design services, the development will deliver bespoke properties housing 24 adults with a mixture of physical disabilities and learning disabilities.

How are you going to measure/check the impact of your proposal?

Successful letting of the properties and the measured improvement to peoples lives

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A3-Health** - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact [Dominique.Letouze@portsmouthcc.gov.uk](mailto:Dominique.Letouze@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cons-114.86-health-and-wellbeing-strategy-proof-2.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

These properties will allow the residents to live more independently from the residential homes some are in, for others the move will be to a home designed specifically for wheelchair users rather than adapted.

How are you going to measure/check the impact of your proposal?

Social workers, nurses and named workers should see an improvement to residents well being, this is continually monitored so ascertain we are providing the right accommodation.

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A4-Income deprivation and poverty**-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact [Mark.Sage@portsmouthcc.gov.uk](mailto:Mark.Sage@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>  
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

When people move from residential care to supported living their disposable income increases as they are able to claim housing benefit for their housing.

How are you going to measure/check the impact of your proposal?

**A - Communities and safety**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**A5-Equality & diversity** - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact [gina.perryman@portsmouthcc.gov.uk](mailto:gina.perryman@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing.

How are you going to measure/check the impact of your proposal?



**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B1-Carbon emissions** - Will it reduce carbon emissions?



In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavour to deliver more energy efficient properties, Working alongside our energy services team using their expertise and building on lessons from previous developments the build we will look to improve on energy efficiency with each build.

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B2-Energy use** - Will it reduce energy use?



In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact [Triston.thorn@portsmouthcc.gov.uk](mailto:Triston.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

<https://democracy.portsmouth.gov.uk/documents/s24685/Home%20Energy%20Appendix%201%20-%20Energy%20and%20water%20at%20home%20-%20Strategy%202019-25.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. As it adds properties to the national grid it will not reduce energy use, however working alongside our energy services team using their expertise and building on lessons from previous developments the build we will look to improve on energy efficiency with each build.

How are you going to measure/check the impact of your proposal?

We will be able to monitor energy consumption on completion

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B3 - Climate change mitigation and flooding**-Will it proactively mitigate against a changing climate and flooding?

In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact [Tristan.thorn@portsmouthcc.gov.uk](mailto:Tristan.thorn@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This are was previously within the environmental agencies flood zone 3, however with the improvement to coastal sea defenses the EA have reduced this to flood zone 1 allowing for the development to deliver flats & bungalows.

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B4-Natural environment**-Will it ensure public spaces are greener, more sustainable and well-maintained?

In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact [Daniel.Young@portsmouthcc.gov.uk](mailto:Daniel.Young@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This development will allow for a large communal gardens for the residents to use, it will protect the existing tree's.

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B5-Air quality** - Will it improve air quality?



In thinking about this question:

- How will it reduce motor vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact [Hayley.Trower@portsmouthcc.gov.uk](mailto:Hayley.Trower@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This development delivers much needed homes embraces the environment and aesthetics of the area.

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

Yes

No

Is your policy/proposal relevant to the following questions?

**B6-Transport** - Will it improve road safety and transport for the whole community?



In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it allocate street space to ensure children and older people can walk and cycle safely in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact [Pam.Turton@portsmouthcc.gov.uk](mailto:Pam.Turton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavor to deliver more energy efficient properties

How are you going to measure/check the impact of your proposal?

**B - Environment and climate change**

**Yes**

**No**

Is your policy/proposal relevant to the following questions?

**B7-Waste management** - Will it increase recycling and reduce the production of waste?



In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact [Steven.Russell@portsmouthcc.gov.uk](mailto:Steven.Russell@portsmouthcc.gov.uk) or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavor to deliver more energy efficient properties

How are you going to measure/check the impact of your proposal?

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C1-Culture and heritage** - Will it promote, protect and enhance our culture and heritage?

In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact [Claire.Looney@portsmouthcc.gov.uk](mailto:Claire.Looney@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavor to deliver more energy efficient properties

How are you going to measure/check the impact of your proposal?

**C - Regeneration of our city**

Yes

No

Is your policy/proposal relevant to the following questions?

**C2-Employment and opportunities** - Will it promote the development of a skilled workforce?

In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavor to deliver more energy efficient properties

How are you going to measure/check the impact of your proposal?

Is your policy/proposal relevant to the following questions?

**C3 - Economy** - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?

In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth in the city?

If you want more information contact [Mark.Pembleton@portsmouthcc.gov.uk](mailto:Mark.Pembleton@portsmouthcc.gov.uk) or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact your policy/proposal will have, and how you propose to mitigate any negative impacts?

This IIA is to support the development of new affordable housing. PCC will endeavor to deliver more energy efficient properties

How are you going to measure/check the impact of your proposal?

**Q8 - Who was involved in the Integrated impact assessment?**

Alison Cloutman

This IIA has been approved by: Jo Bennett

Contact number: x1039

Date: 17/02/2020

# Agenda Item 4

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**Portsmouth**  
CITY COUNCIL

**Title of meeting:** Cabinet Member for Housing Decision Making

**Subject:** Update on Empty Residential Property Strategy approved March 2019.

**Date of meeting:** 23<sup>rd</sup> March 2020

**Report by:** James Hill, Director of Housing Neighbourhood and Building Services

**Wards affected:** All

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## 1. Requested by

1.1. Councillor Sanders, Cabinet member for Housing

## 2. Purpose

2.1. To provide an update on the progress of the Empty Private Residential Property Strategy 2019 - 2024 and the outcomes that were agreed in March 2019.

## 3. Background

3.1. On the 12<sup>th</sup> March 2019 the Cabinet Member for Housing approved the Empty Private Residential Property Strategy 2019 - 2024. The strategy set out the following aims:

3.1.1. Strategic Aim 1 - Tackle the problems that empty properties cause local residents, particularly focusing upon:

- Environmental issues
- Anti-Social Behaviour

3.1.2. Strategic Aim 2 - Minimise the blight that empty private properties can cause on property prices.

3.1.3. Strategic Aim 3 - Maximise the usable housing stock in the city by supporting owners of empty private properties to return them to functional homes.

## 4. Strategic actions agreed

4.1. Communications: Making the options clear to property owners to bring properties back into use before they have been empty for more than 6 months. This communication should be in a range of formats and methods.

4.2. Advice and Support: Ensure advice & support is available to empty property owners to enable them to bring their properties back into use.

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- 4.3. Working with stakeholders: Encouraging the neighbouring community, landlord groups, and local agents to positively engage in identifying and working with the city Council to bring properties back into use.
- 4.4. Enforcement: The use of enforcement action where necessary, and in the event that engagement with the property owner is not possible or does not result in the property being brought back into use. Enforcement options include (interim & final) Empty Dwelling Management Orders (where the local authority take on the management of the property) and Compulsory Purchase Orders (where the city council would purchase the property). This can help with the housing needs pressure in the city and alleviate the nuisance that empty properties can cause to the local community.
- 4.5. The following proposed action plan was provided in the strategy to help progress these priorities.

Proposed Action	Strategic Aim 1	Strategic Aim 2	Strategic Aim 3
1. Have a clear and joined up approach between council agencies towards the identification of empty private properties			✓
2. Create a communications plan, including website information, on how to	✓		
2a report empty properties, including signs of what is an empty property	✓	✓	
2b help owners find uses for empty properties	✓		
2c Support for letting & managing the property (links to rent it right)			✓
3. Report to councillors on a quarterly basis on numbers of new empty private properties and the actions taken			✓
4. Develop a suite of measures to report on empty properties			✓
5. Implement support plan for owners to get their property back to use		✓	✓
6. Develop Rent It Right as a support tool for owners to get properties back to being used.	✓		

**5. Update on actions taken to date**

- 5.1. There is now a better exchanging of information with a wider range of departments, and procedures are being developed to clarify expectations and to ensure effective information sharing is routinely taking place between all relevant departments. For example, work between the Private Sector Housing (PSH) and the Leasehold Services team on one particular area of Portsmouth where there are several privately owned properties, but are situated in blocks managed by Local Authority Housing. The Leasehold team identified properties that may be long term empty properties and the PSH team are now working with the leaseholders to ensure that they are brought back into use. This situation may not be unique to just one housing estate



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and so further procedures are now being put in place to extend this to all Leasehold managers.

- 5.2. Work is ongoing to raise awareness of the empty properties function within the Council, and promote the value of information sharing and interdepartmental collaboration. So far a work-shadowing process has been implemented so that they have a greater understanding of what the role entails.
- 5.3. Further work is planned with other teams such as Enforcement, Waste Management, Council tax bailiffs, Housing Officers and the Helpdesk require an education package to highlight what an empty property is, why we are trying to bring them back into use and the importance of their role in helping with this process.
- 5.4. At the beginning of June 2019 posters were created and put up around the Civic Offices, in both public and staff areas of the building, highlighting how people can report an empty property that they were aware of. However no demand was received from this so it is a campaign that will not be repeated.
- 5.5. Information has been placed on the Council's website for customers to understand what an empty property is, how it can cause a concern and how the Council can help.
- 5.6. Residents can also report an empty property using their "My Portsmouth" account which is accessible via the app or the Council's website. This is an online account that can be accessed by a user both through a computer or an application on their mobile telephone. <https://my.portsmouth.gov.uk/MyServices>
- 5.7. Residents can contact the PSH service via the City Helpdesk or the direct telephone number (023 9268 8369). Advertising this service will need to be promoted through the communications plan.
- 5.8. The Council website provides advice for empty property owners of different ways that the Council can help them bring their property back into use as well as providing a link to reductions in VAT on empty property works. <https://www.portsmouth.gov.uk/ext/your-council/policies-and-strategies/empty-private-residential-properties>
- 5.9. Posters also advertise that an empty property can be rented from the owner through the various leasing schemes run by the Council.
- 5.10. Further information regarding this can be found both on the Council or Rent It Right websites. <https://www.rentitright.co.uk/>

## **6. Future work**

- 6.1. Future work includes working with corporate communications to create a communication plan to advertise our service to a wider audience other than those on the internet or in the civic offices. This is planned for the following months and in September there is a national empty homes week where it is hoped this issue can maximise on the national press to promote the service further. Whichever forms of

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advertising are used, it is important to ensure that we have a clear understanding of the outcome, and demand, these campaigns bring to help us move forward.

6.2. Empty property owners are written to and offered different ways to help bring their property back into use. The following routes are suggested

- Rent the property through the Rent it Right scheme.
- Help identifying any works required to be carried out to the property to ensure that it is safe to occupy.
- Advice on whether the owner will receive a reduced VAT rate for any works being carried out under the HMRC rules (renovations and alterations to residential properties that have been empty for at least 2 years will be eligible for a reduced VAT rate of 5% rather than the usual 20% VAT rate for building work).
- Financial assistance for the works that are required to make the property safe to live in (the current Private Sector Housing financial assistance policy includes a discretionary low interest rate loan to help bring empty properties back into use).
- Support in finding a suitable estate agent and solicitor to sell the property.
- Support in deciding whether it is best to rent the property or sell the property.
- Support in applying for probate / letters of administration should the owner have passed away and the next of kin do not understand what they should do to move the property on.

6.2.1. These options form a plan of action, to help an empty property owner is then agreed upon when they contact the department.

6.2.2. The officers implement that plan working with internal and external partners.

**7. Data**

7.1. Figures of how many empty properties are in the city, according to Council Tax data, and how many have been brought back into use, as a result of Private Sector Housing intervention, are reported as part of the Governance Audit and Standards Committee (GASC) report which is provided on a quarterly basis.

7.2. A breakdown of the figures provided for Governance, Audit & Standards Committee is shown in Table 1.

	Number empty	Number brought back to use
2018/19 Q4	996	17
2019/20 Q1	773	6
2019/20 Q2	713	11
2019/20 Q3	742	7

Table 1

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7.3. The number of empty properties that were being provided to the empty property service included all empty properties. This meant that even properties that were empty for legal reasons were being reported. (Such as properties that were going through probate or properties that were empty because of bankruptcy.) The new strategy recognised that this was not a practical report as most of these properties were not something the local authority could have an influence over. The number of properties that are now being reported to the service are only those that have no clear legal reason to be empty according to Council Tax data. This provides a clearer indicator of how many empty properties there are in the city. Further work regarding this figure is ongoing.

7.4. Several new measures are being established, which aided a recent review of our working practices. This has identified areas of waste, enabling officers to focus more resources on aspects of the work that will have most impact. These measures are:

- 7.4.1. How many properties are being reported to us as empty each month?
- 7.4.2. How many properties are being brought back into use per month?
- 7.4.3. How are properties being brought back into use? (For example are they being sold or let?)
- 7.4.4. What type of complaint are people making about empty properties? (For example is it just that they are empty or is that they are causing a concern such as attracting pests.

7.5. Figure 1 shows the number of empty properties being reported to the council each month compared to the number returned to use. (The large surge in September 2019 is as a result of proactive work that was carried out by the department to determine an order of dealing with long term empty properties.) Ignoring September the PSH team is receiving 3.4 complaints per month and are closing the same amount. This data will be used to determine whether the advertising regarding the service in the coming months is successful.

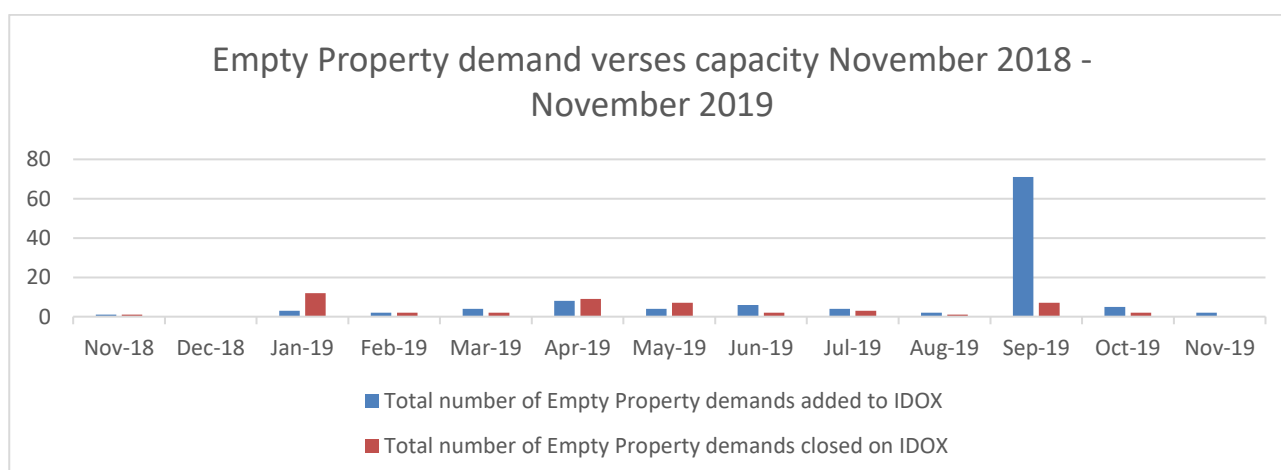


Figure 1

Figure 2 shows the type of complaint that the service is receiving regarding empty properties. This measures what impact empty properties have on complainants and what they are most concerned about. The data shows that most people are concerned about overgrown gardens and pests.

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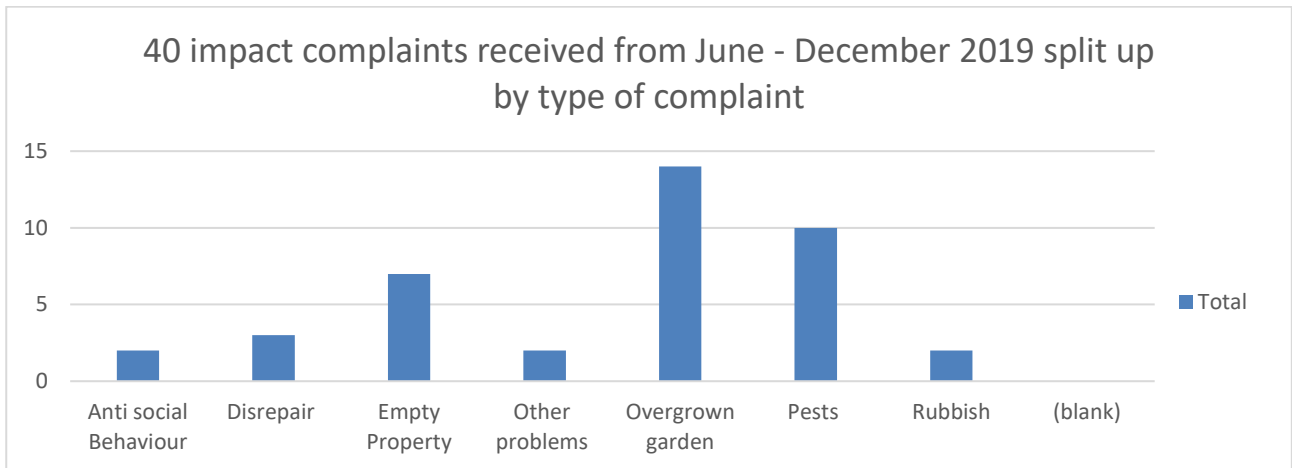


Figure 2

Figure 3 shows the amount of impact complaints the service is receiving and, in turn, how many are being investigated and closed. The highest demand regarding impact of empty properties is June and July which may be related to the known issue of overgrown garden..

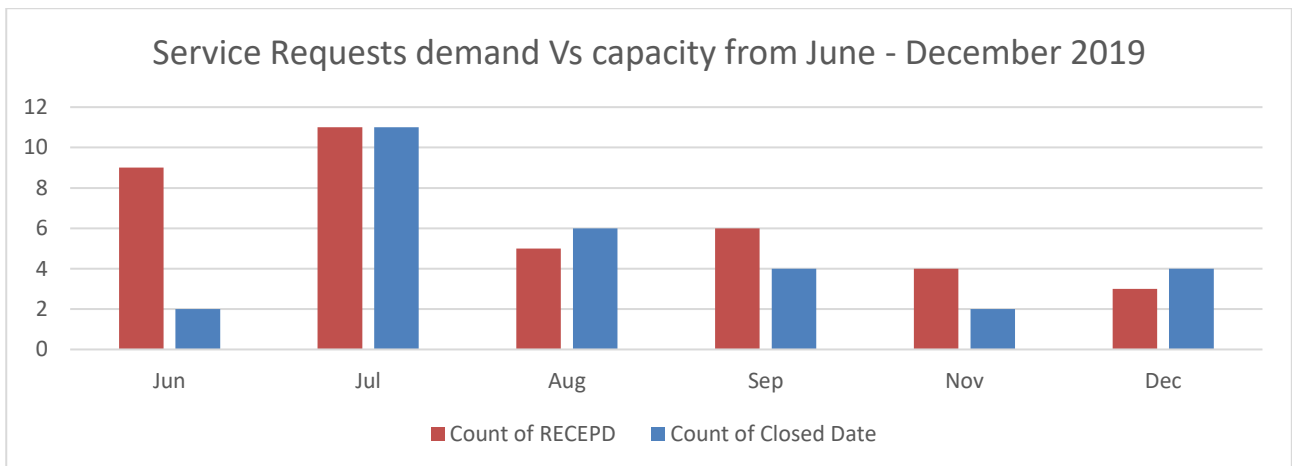


Figure 3

Figure 4 shows how properties have been closed and brought back into use. It shows failure demand which is now being resolved through further measures)

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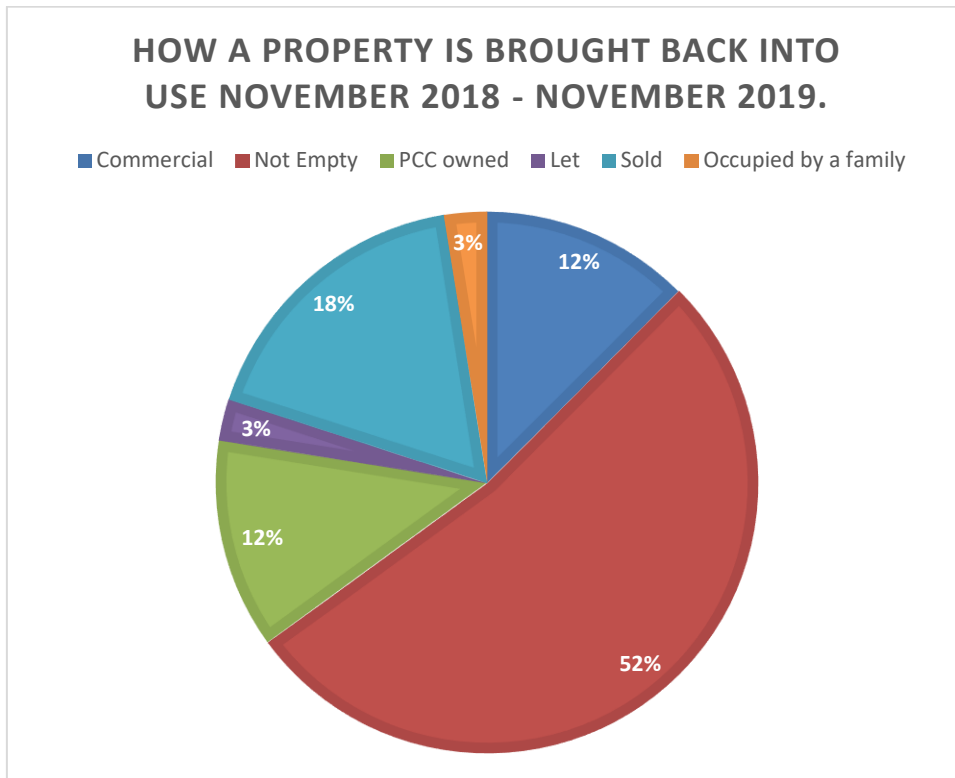


Figure 4

The term 'not empty' is misleading in this case as it actually refers to those properties which may not have people living in them, but have reasons which make it difficult, using the existing legal powers, to bring them back into full use. A breakdown of what these reasons may be is shown in Figure 5

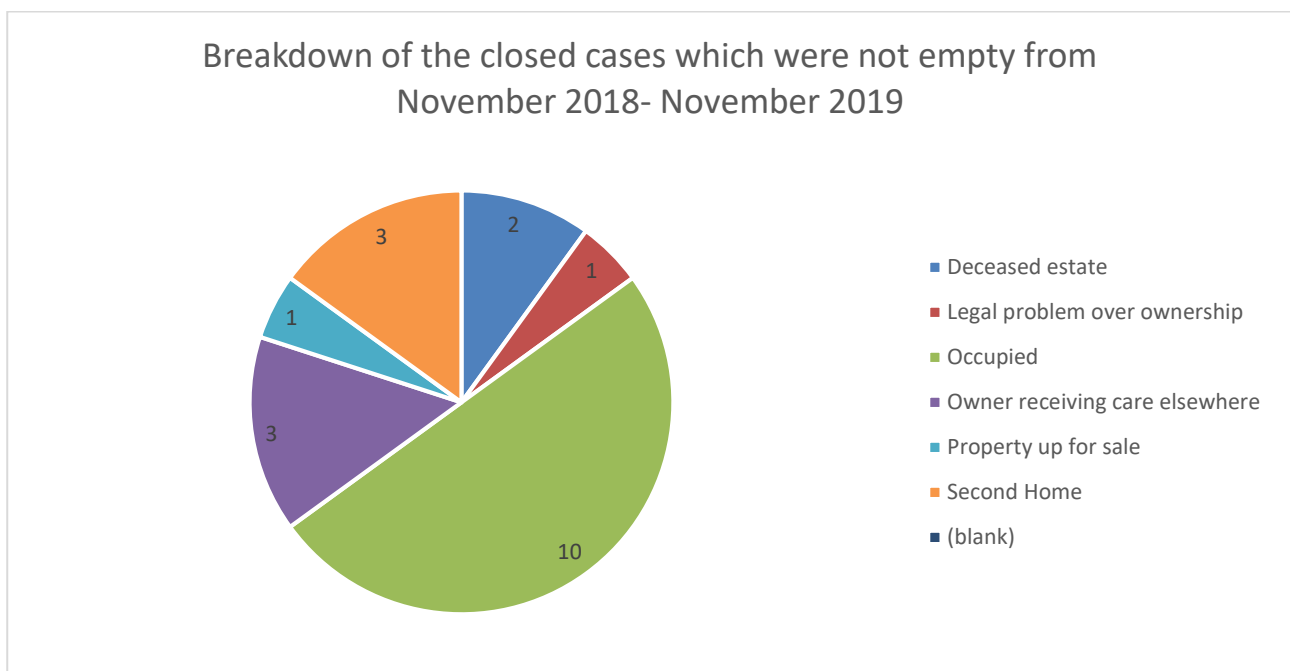


Figure 5

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7.6. Other measures are being developed to help officers gain a greater understanding of why residential properties fall empty, and what works best in terms of bringing them back into use.

7.7. Work is ongoing to introduce more effective ways of monitoring the number of empty homes in the city, and their impact. Specifically, greater clarity is needed to differentiate between those properties where the Council could intervene, and those where this would be inappropriate or ineffective. For example, an owner who has had to be moved into a care home should not expect the Council to be requesting that they bring their property back into use as they have a legal reason for being absent from their property. This is also the case for properties which are empty but going through a sale process. The owner can do no more than wait for the property to be sold. However, this property will still be showing as an empty property according to Council Tax records. Going forward, this would also enable officers to monitor performance and gain a better understanding of the effectiveness of different approaches.

## **8. Example Case Studies**

The following are example case studies for the above described action plan.

### **8.1. Case study - Example of working in collaboration with leasehold services**

Leasehold services approached the department in June 2019 regarding an empty property in a Council-owned block of flats. The property had been empty for more than 10 years and the leaseholder maintained the main fabric of the building. The empty property officer contacted the leaseholder who came into the civic offices and explained the reason why he had kept the property for so long. It had been his late mother's and after she died he and his son did live in the property for a long time. However, after they moved out he did not want to part with it unless another family member wanted it. His feelings towards the flat had changed recently and he wished to have help in selling it. The leaseholder was vulnerable and did not feel able to sell the property on his own. The empty property officer worked with the owner to gain a quote from an estate agent, of the owner choosing, of how much the property would be worth on the open market. As the property is an ex council property the council also offered to buy the property back from the leaseholder. The empty property officer helped the leaseholder find a solicitor of his choice and he accepted the Council's offer on the property.

### **8.2. Case study - Empty dwelling management order (EDMO)**

A property in Southsea was reported to the Council as empty by the Council tax debt recovery team in 2012. The owner had not been seen for approximately 6 years the magistrates were unhappy at the time to put a liability order against the property. The empty property officer investigated the case and, after gaining a warrant to gain entry into the property in 2012 a full housing survey revealed the property to require renovations in order to bring it back into use.

Despite best endeavours to find the freeholder it was decided that the property could not be left empty any longer and in 2015/16 the Council successfully applied for an Interim Empty Dwelling Management Order (EDMO). A Final EDMO was served on the property in 2017. Renovations were carried out and the property was reoccupied in December 2017 by a family off of the housing waiting list. The property remains

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occupied and will continue to be properly managed by the leasing scheme team until the debts owed to the Council are consolidated.

A further two properties had Interim EDMO's served on them in 2019 and one is now in the FINAL EDMO stage. This means that it should be renovated and brought back into use for a family this year.

**8.3. Case study - Property owner applying for an empty property loan**

Letters have been sent to empty property owners from the council tax list who own a property that has been empty for more than 6 months but less than 2 years. One empty property owner contacted this department in December 2019 stating that he would like to take a loan out to bring his flat up to standard to be rented out through the leasing scheme. The client's details were passed to the renewals team within Private Sector Housing where his property was assessed for suitability of an empty property loan. They have now written to the owner with the schedule of recommended works to be undertaken at the property. Should no further action be taken by the owner the empty property officer will be passed the case to continue to chase the freeholder.

.....  
Signed by (Director)

**Background list of documents: Section 100D of the Local Government Act 1972**

The following documents disclose facts or matters, which have been relied upon to a material extent by the author in preparing this report:

Title of document	Location

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