

## Appendix D 6

### Roles and Responsibilities for Members of Cherwell Delivery Implementation Group (DIG)

#### Current Membership of Group

ORCC- Nicky Ball, Rural Housing Enabler; Greensquare Group , Harvey Pitt, Development Manager; CDC Housing- Fiona Brown, Strategic Housing Officer, CDC Development Control, Bob Duxbury, Development Control Team Leader; CDC Planning Policy, David Peckford, Senior Planning Officer.

#### Purpose of DIG

1. To identify opportunities for delivery of affordable housing on rural exception or other sites throughout the District
2. To understand housing needs and opportunities so that work can be properly targeted for greatest effect
3. To appraise sites which may be suitable and discount unsuitable sites
4. Try to unblock obstacles to delivery of sites
5. To monitor progress with site delivery and agree actions required to progress work

#### Frequency of Meetings and record keeping

Every 6 weeks. Minutes are kept in the form of a spreadsheet indicating progress in each Parish and any outstanding actions to be followed up

#### ORCC (RHE) will:

- In Conjunction with CDC Housing promote the work of ORHP to Parishes and other agencies
- Attend Parish Council meetings to offer ongoing advice and support and send active parishes regular updates on progress
- Liaise with Parish Councils and with Development Control on identification of possible sites likely to gain Planning Consent
- Carry out Housing Needs Surveys and produce reports
- Encourage close liaison with other services at ORCC to consider the impact of housing development through Parish Plan work etc.
- Work closely with the RSL as sites move into development to keep the Parish and the Community engaged and involved , sending quarterly updates to active Parishes

#### CDC (Housing) will:

- Assist RHE with or undertake Housing Needs Surveys where agreed

## Appendix D 6

- Agree the housing requirements for each site in terms of size, type and tenure of units
- Draw up the nominations agreement for each site
- Ensure bids to HCA are supported within HCA timescales or make applications to the Council Executive for LA funding where required
- Ensure the Rural Housing Delivery Improvement Plan is delivered within the timescales specified on the plan
- Support the RHE with attendance at Parish Council meetings on request
- Work jointly with the RHE on marketing and information materials
- Work with the CDC allocations team to ensure smooth letting of the properties

### CDC (Planning Policy) will:

- Check sites are acceptable in Planning Policy terms
- Work with CDC Housing to develop Rural Exception Site Policy as part of the LDF Delivery SPD
- As preferred site options work progresses help identify potential RES

### CDC (Development Control) will:

- Assess suggested sites and rank these in order of most acceptable to Planning
- Support and advise the RHE generally on suitable sites
- Attend Parish Council meetings as requested to offer Planning advice
- Work closely with the RSL on scheme design prior to a Planning application being submitted
- Agree S106 requirements
- Process Planning Applications and recommend a Planning Decision to the Planning Committee

### Greensquare (OCHA) will:

- Negotiate with landowners to purchase sites for development
- Liaise with CDC planners, strategic housing officer, Parish Council and wider local community on site design
- Attend PC meetings as required to update Parishes on progress
- Undertake financial appraisals and bid for HCA/ LA funding as required
- Monitor build progress and take handover
- Advertise completed units on CBL and let properties
- Arrange openings where needed
- Manage properties

**Targets for service delivery**

<b>Target</b>	<b>Primary responsibility</b>
Respond to all communication from Parish Councils by way of telephone, letter or e-mail within 10 working days	All
Complete Housing Needs Surveys reports within 12 weeks of survey forms being delivered	ORCC/CDC Housing
Carry out parish site walk and appraise sites, with response to Parish Council within 8 weeks of request	CDC – Development Control
Send quarterly updates to all parishes who have undertaken an HNS/ Site Appraisal until either a development is complete or until no further progress can be made	ORCC
Attend Parish Council meeting as required to discuss development issues ensuring Parish Council members and wider community are involved at each stage	All
Publish outcomes of ORHP work to all Parishes as part of an annual report	ORCC/CDC Housing