

**Appendix 2 : CDC Housing Strategy Annual Action Plan: 2019-2020**

**Priority 1: Increase the supply and diversity of affordable housing to ensure the right types of homes are available in the right places**

Action	Target	Responsibility	Key Partners	Resources Required	Deadline
<b>1.1 Understand the need for the full range of affordable and specialist housing in the district, including type, tenure &amp; location.</b>					
1.1.1 Ensure new affordable housing is in line with local needs	Complete research and prepare a report on the affordability of rented housing defined as 'affordable'	HS&PT	RPs	Officer time	June 2019
	Complete 4 parish level housing needs surveys	HS&PT	Parish councils	Officer time	March 2020

	Identify and deliver actions to help inform and deliver Oxfordshire's housing related strategies, including :1) Strategy for Delivering an Increased Supply of Housing for Adults with Care and Support Needs, 2) Housing and Homeless Needs Analysis for Vulnerable Young People and Families 2019-2024, 3) Extra-Care Housing (ECH) Market Position Statement	HS&PT	Oxfordshire County Council	Officer time	June 2019
	Recommission supported housing for homeless households in Cherwell	HS&PT	Oxfordshire County Council, district and city councils	Officer time	September 2019
	Re-commission the Young Peoples Pathway and Adult Homeless Pathway	HS&PT	Oxfordshire councils	Officer time, Housing budget	March 2020
	Update the State of the District's Housing Report	HS&PT	--	Officer time	December 2019
1.1.2 Increase data collection using the Council's and partners' internal databases	Review Housing Register application form to capture strategic information on housing needs to inform the new build affordable housing programme	HOT	Abritas	Officer time and approved capital budget for improvements to Abritas housing IT system.	April 2019
<b>1.2 Deliver a range of affordable homes that meet the needs of local residents and workers.</b>					
1.2.1 Broaden the range of new affordable housing delivered	Deliver at least 407 new affordable homes including 10 social rented units	HS&PT	RPs	Officer time & housing budgets	March 2020
	Develop a proposal for a 'Living Rent' housing product	HS&PT	Build!	Officer time	June 2019

	Start on site at Admiral Holland to build 14 affordable homes (7 affordable rent & 7 shared ownership)	Build!	--	Build! Team staff & financial resources.	April 2019
	Establish a formal commissioner/delivery vehicle relationship between CDC as strategic housing authority and Graven Hill Development Company	HS&PT	Graven Hill	Officer time	Ongoing
1.2.2 Work with other Oxfordshire local authorities to deliver housing to meet Oxford's unmet need	Work with planning policy team to review effectiveness of planning policies to deliver community facilities to meet the needs of Kidlington	Planning Policy Team, Build! and HS&PT	--	Officer time	March 2020
	Prepare proposals for the allocation of affordable housing on sites designated to meet Oxford's unmet need	HS&PT and Planning Policy Team	Other Oxfordshire local authorities	Officer time	June 2019
1.2.3 Increase the delivery of rural exception sites to enhance the affordable housing choice within rural areas	Prepare a business case for Development capacity to take forward Growth Deal delivery and rural development potential	HS&PT	Finance Team	Officer time	April 2019
	Start on site at Ardley to build 13 affordable homes on a rural exceptions site (7 affordable rent & 6 shared ownership)	HS&PT	Waterloo Housing, Development Management Team & Homes England	Officer time, RP finance, Homes England/Growth Deal funding	April 2019
<b>1.3 Maximise and make best use of financial assets and resources, both council and Registered Providers, to deliver more affordable housing in the district.</b>					

1.3.1 Use council and other public sector owned assets for the delivery of affordable housing where appropriate	Complete a review of council-owned land in the district to establish which sites have potential for housing delivery to meet local housing needs. Work with other public sector partners and RPs to identify land opportunities	HS&PT	Property & Investment Team, Build!, OCC, health, Sanctuary	Officer time	June 2019
1.3.2 Play an active and lead role on the Growth Board and in partnership with Homes England to maximise funding for additional affordable homes	Deliver Cherwell affordable housing commitments and work with the partnership to meet county wide targets, linking with wider Growth Deal delivery (productivity, infrastructure, wider housing and the JSSP)	AD, Housing and Social Care Commissioning	Other Oxfordshire local authorities, RPs, developers	Officer time, Growth Deal monies	March 2020
<b>1.4 Work in partnership with registered provider partners, private developers and local landowners to accelerate delivery of housing, including new affordable homes</b>					
1.4.1 Support community led development	Work with HNLC to assess the viability and social value of a community led development in Hook Norton	HS&PT	HNLC	Officer time, strategic housing budget	March 2020
1.4.2 Develop closer joint working between Planning and Housing to facilitate planning consents and accelerate affordable housing delivery	Streamlined and digitally enabled planning processes, agreed mechanism for consultation with Housing	HS&PT, Planning	RPs, Growth Deal	Officer time, Coordination Group role	ongoing

**Priority 2: Improve the quality and sustainability of our homes and build thriving, healthy communities**

Actions	Target	Responsibility and partners	Resources Required	Target Date
<b>2.1 Improve the energy efficiency of the housing stock and reduce fuel poverty for low income and vulnerable households</b>				
2.1.1 Increase awareness of council services and initiatives in relation to warm homes, energy efficiency and retro-fit technologies	Work with the National Energy Foundation to promote awareness of grants and help available to make homes more energy efficient and tackle fuel poverty	PSHT/ NEF	Officer time	June 2019
	Ensure that every contact with vulnerable households is used to assess fuel poverty and energy efficiency issues	PSHT	Officer time	June 2019
	Reshape the council's service specification for the debt and money advice contract to include signposting and referrals to the Private Sector Housing team, Better Housing, Better Health and advice on switching utility companies	AD, Housing and Social Care Commissioning	Officer time	Sept 2019
	Support the Low Carbon Hub and National Energy Foundation to continue developing the Oxfordshire Retro-fit project	PSHT	Officer time	Ongoing

2.2 Support all residents to have a suitable home where they can live independently				
2.2.1 Continue to support and meet the demand for adaptations to assist older and disabled people to remain living independently in their own homes	<p>Complete at least:</p> <ul style="list-style-type: none"> <li>• 160 disabled facility grants</li> <li>• 140 Minor Works adaptations</li> <li>• Provide Small Repairs assistance to 250 qualifying households for 250 vulnerable households</li> </ul> <p>Maximise the use of the DFG budget for the benefit of older and disabled residents by improving the process for assessments and commissioning of works.</p>	PSHT/Oxfordshire County Council	Officer time DFG Budget Minor works budget Small repairs budget	March 2020
2.2.2 Support the delivery of new build adapted properties	Complete a review of the use of DFG finance to fund new build adapted properties	HS&PT	Officer time	June 2019
	Complete a review of lifetime homes delivery and usage	HS&PT	Officer time	Sept 2019
	Develop a proposal for a Cherwell Adapted Standard	HS&PT	Officer time/ Operational budgets	Sept 2019
2.2.3 Provide supported housing as identified through the Oxfordshire County Council's commissioning plans for Adult & Children's Services	Support OCC to decommission shared accommodation for people with learning disabilities and work in partnership with Sanctuary Housing to provide 6 units of self-contained supported housing for people with learning disabilities	HS&PT & Sanctuary Housing, OCC	Officer time	March 2020
2.2.4 Support the government's Vulnerable Persons Relocation Scheme	Resettle a further 6 Syrian refugee households	HS&PT, Connection Support, faith groups, Home Office	Officer time VPRS funding	March 2020

<b>2.3 Ensure the efficient use of the housing stock and maximise opportunities to meet housing needs</b>				
2.3.1 Reduce the number of empty homes in the district	Take informal and formal action to bring at least 10 long-term empty homes back into use	PSHT	Officer time	March 2020
	Deliver at least 4 new units of housing in the town centres by converting commercial space to residential and/or refurbishing flats above shops and explore the scope for more conversions	Build!	Officer time £350K New Homes Bonus and Build! funding	March 2020
<b>2.4 Improve the quality of new homes and the existing housing stock</b>				
2.4.1 Improve conditions in the private rented sector	Implement actions arising from HMO licencing responsibilities: <ul style="list-style-type: none"> <li>- Proactively identify HMOs that should be licensed under the new regulations</li> <li>- Review management standards in at least 150 HMOs</li> <li>- Monitor impact of new legislation</li> </ul>	PSHT	Officer time	March 2020
	Improve at least: <ul style="list-style-type: none"> <li>• 100 premises through formal and informal enforcement interventions</li> <li>• 20 premises through grant and loan work</li> </ul>	PSHT	Officer time	March 2020
2.4.2 Take a leadership role to demonstrate that increased standards in new build housing are deliverable	Work in partnership with A2Dominion to continue data collection and monitoring on travel patterns, energy, water use and waste generation at North West Bicester (NWB)	Bicester Team	Officer time	Ongoing
	Work in partnership with other Oxfordshire councils to develop an evidence base on sustainability and deliverability of higher standards for new build properties	Bicester Team	Officer time	March 2020

	Prepare a CDC Affordable Housing Standard Guide	Build! and HS&PT	Officer time	March 2020
<b>2.5 Demonstrate a corporate commitment to sustainable, healthy and thriving communities</b>				
2.5.1 Identify key partnerships that require housing representation and influence to deliver healthy communities	Complete an audit of partnerships and agree representation	HS&PT	Officer time	April 2019
2.5.2 Increase corporate coordination in relation to housing activities across the council	Establish a Housing Coordination Group within CDC	Assistant Director, Transformation Team, HS&PT, PSHT, Build!, Bicester Team, RP representation	Officer time	June 2019
2.5.3 Implement a new framework of engagement with RP partners to deliver thriving, healthy communities	Meet regularly with RPs to plan housing delivery and the development of healthy communities, working in partnership and through Growth Deal	AD, Housing and Social Care Commissioning	Officer time	April 2019
2.5.4 Adopt a corporate approach to commissioning services to support sustainable communities	Complete mapping exercise of 'whole' council investment in Cherwell communities	HS&PT & Communities Team, OCC	Officer time	October 2019
	Develop common monitoring approach to council grants/contracts for work supporting communities in Cherwell	HS&PT & Communities Team	Officer time	October 2019



### Priority 3: Enhance opportunities for people to access suitable homes and have housing choices

Action	Target	Responsibility	Key Partners	Resources Required	Deadline
<b>3.1 Provide an enhanced Housing Options service</b>					
3.1.1 Increase staff awareness of the range of housing options available	Train all housing and customer services staff on all forms of housing available, including briefings, site visits and team meetings	HS&PT	Housing Options and PSHT, Graven Hill, Help to Buy, Build!, Bicester Team	Officer Time	Ongoing
3.1.2 Increase customer awareness of the range of housing options available	Improve information available through the website and other media	HS&PT	Housing Options and PSHT, Graven Hill, Help to Buy, Build!, Bicester Team	Officer Time	Ongoing
	Develop a business case for a pilot post to help older people make timely and positive choices to move to appropriate accommodation	HS&PT and PSHT	OCC	Officer time	Sept 2019
	Ensure Community Connect Navigator is fully aware of housing options and legal remedies through attendance at team meetings and possible co-location with HOT and PSHT	Communities Team, HOT, PSHT,		Officer Team	April 2019

3.1.3 Improve access to the Housing Options service	Implement an online housing application form	HS&PT		Officer time and approved funding and capital	April 2019
	Prepare a business case for an enhanced housing options portal	HS&PT		Officer time	April 2019
3.1.4 Deliver personalised advice on the full range of suitable housing options available in the district	Complete a review of the housing advice 'offer' to customers to fully incorporate shared ownership, self-build, rent to buy, and all rented tenures	HOT		Officer time	June 2019
<b>3.2 Keep the Allocation Scheme under review to ensure it meets housing needs</b>					
3.2.1 Review the Housing Allocations policy	Complete Allocations Policy annual Health Check	HS&PT and HOT		Officer time	June 2019
	Prepare a report including summary of Health Check findings and recommended amendments to policy	HS&PT and HOT		Officer time	June 2019
3.2.2 Promote the most efficient use of existing adapted social housing stock.	Review Allocation scheme to make best use of adapted properties for disabled and older people	HS&PT and HOT	PSHT	Officer time	Dec 2019
<b>3.3 Increase opportunities for people to access low cost home ownership and good quality private rented accommodation</b>					

3.3.1 Increase the provision of private rented sector accommodation through various means including council-led initiatives and establishing a dialogue with investment landlords	Meet with RPs to establish their appetite and capacity to deliver secure high quality private rented accommodation.	HS&PT	RPs	Officer time	March 2020
	Review Cherwell Bond Scheme to incentivise more PRS landlords to let their properties at Local Housing Allowance rates	HS&PT	RPs	Officer time	March 2020
	Complete a feasibility study of options for council-led development of private rented accommodation	HS&PT		Officer time	March 2020
	Look for partners either private sector landlords or RPs who could deliver affordable shared accommodation for under 35's	HOT	RPs, PRS landlords	Officer time	March 2020
3.3.2 Provide wider opportunities for people to access self-build as a housing option	Review the 2018 pilot for self-build mortgages and build on lessons learnt	Transformation Team and lenders	Graven Hill	Officer time	Dec 2019
	Develop links with local community led housing groups to identify the potential for delivery of community led and co-housing schemes in the district	HS&PT	Community groups	Officer time	Ongoing

HS&PT : Housing Strategy and Partnerships Team, HOT : Housing Options Team, PSHT : Private Sector Housing Team, OCC : Oxfordshire County Council, RP : registered provider, DFG : Disabled Facilities Grant, NEF : National Energy Foundation