

## **Cabinet**

**Date:** Wednesday, 12 November 2014

**Time:** 17:30

**Venue:** Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

### **Committee members:**

#### **Councillors:**

Arthur (chair)  
Waters (vice chair)  
Bremner  
Driver  
Harris  
Stonard

### **For further information please contact:**

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## **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

## AGENDA

### 1 Apologies

**Purpose** - To receive apologies for absence.

### 2 Public questions/petitions

**Purpose** - To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 3 Declaration of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### 4 Minutes

7 - 10

**Purpose** - To agree the accuracy minutes of the meeting held on 8 October 2014.

### 5 Polling District Review

11 - 30

**Purpose** - To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary elections) regulations 2006.

### 6 Adoption of Norwich's local plan documents

31 - 44

**Purpose** - To consider the conclusions of the Inspector's reports of the examination into the *Development management policies local plan* and *Site allocations and site specific policies local plan* and whether to recommend council to adopt the two local plans and associated policies map.

### 7 Byelaw to manage skateboarding in the city centre

45 - 54

**Purpose** - To consider the byelaw consultation responses in relation to the council's proposal to make a byelaw prohibiting skateboarding\* in a designated area of the city which will assist in preventing damage to historic buildings and preventing nuisance to members of the public using the highway.

\*(including roller-blading and non-motorised scooters)

- 8 Consultation: Greater Norwich homelessness strategy 2015-20** 55 - 104
- Purpose** - To seek approval from cabinet to consult on the Greater Norwich homelessness strategy 2015-20 for a period of twelve weeks.
- 9 Contract award - St James's House sheltered housing scheme refurbishment project - KEY DECISION** 105 - 112

**Purpose** - To advise cabinet of the tender process for the contract for St James's House sheltered housing scheme refurbishment project and to consider the award of the contract.

#### **EXEMPT ITEMS:**

(During consideration of these items the meeting is not likely to be open to the press and the public.)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part 1 of Schedule 12 A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, members are asked to decide whether, in all circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

**10 Exclusion of the public**

**Purpose** - Consideration of exclusion of the public.

**\*11 Award of various contracts for structural repairs and improvements to council homes - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local

Government Act 1972.

**\*12 Award of contract for the provision of laundry equipment to Norwich City Council sheltered housing tenants - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*13 Managing assets (Housing) - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*14 Managing assets (General Fund) 1 - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*15 Managing assets (General Fund) 2 - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

**\*16 Local growth fund – Housing revenue account borrowing programme 2015-17 - KEY DECISION**

- This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

Date of publication: **Thursday, 06 November 2014**



**CABINET****17:30 to 18:10****8 October 2014**

**Present:** Councillors Arthur (chair), Bremner, Driver, Harris and Stonard

**Also present:** Councillor Boswell

**1. APOLOGIES**

Apologies for absence were received from Councillor Waters.

**2. PUBLIC QUESTIONS / PETITIONS**

There were no public questions or petitions.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MINUTES**

**RESOLVED** to agree the accuracy of the minutes of the meeting held 10 September 2014.

**5. REVIEW OF THE COUNCIL'S CONSTITUTION – CODE OF GOVERNANCE**

The portfolio holder for neighbourhoods and community safety presented the report.

**RESOLVED** to recommend council to adopt changes to appendix 19 of the council's constitution to include:

- 1) the additional governance requirements from the CIPFA statement on the role of the chief financial officer in local government be added to the council's code of governance; and
- 2) paragraph 4.3 of the code of governance is updated to bring it in line with the Accounts and Audit (England) Regulations 2011.

## **6. REVENUE BUDGET MONITORING 2014-15: PERIOD 05**

The leader of the council presented the report.

**RESOLVED** to note the financial position as at 31 August 2014 and the forecast outturn 2014-15.

## **7. DRAFT CORPORATE PLAN 2015-2020 AND TRANSFORMATION PROGRAMME 2015-16**

The leader of the council presented the report and tabled the scrutiny minutes containing the scrutiny committee's recommendations regarding the draft corporate plan.

The executive head of strategy, people and neighbourhoods clarified that, as per previous years, the scrutiny recommendations provide him with delegated authority in respect of certain matters.

In response to a member's question, the leader of the council explained that the savings options elements of the report that were not considered at the scrutiny committee would come back to scrutiny at a later date following full public consultation.

In response to the same concerns regarding scrutiny of the transformation programme, the executive head of strategy, people and neighbourhoods explained that the programme options had already been considered by a cross-party working group. In addition to this, he clarified that the scrutiny committee set their work programme at the beginning of the civic year, and as such had ample opportunity to place the item on their work programme. He added however that at this stage what was being asked of cabinet was to agree for work to continue, prior to the final report making its way through the usual pathway of scrutiny, cabinet and council meetings.

In response to a member raising issues regarding the timeliness of notification of the items inclusion on the cabinet agenda, the executive head of strategy, people and neighbourhoods stated that the transformation programme is considered within the same timeframe each year. Whilst he accepted that the notification for the item to be considered at the meeting could have been longer, he emphasised that scrutiny members were certainly aware of the item as it was included in the initial topics list that they were given to consider when setting their work programme.

The leader of the council concluded by emphasising that although previous opportunities to scrutinise the corporate plan and transformation programme had existed, further opportunities for such scrutiny would arise following the public consultation phase.

**RESOLVED** to:

- 1) agree that further work is carried out on the draft corporate plan framework for 2015-20, including public consultation;



- 2) agree that further work is carried out to progress the current list of proposed savings and income options for 2015/16; and,
- 3) agree the proposed approach to public consultation on the development of a new corporate plan and the council's budget for 2015-16 and delegate authority to the executive head of strategy, people and neighbourhoods in liaison with the leader of the council to finalise the consultation document.

## **8. EXCLUSION OF THE PUBLIC**

**RESOLVED** to exclude the public from the meeting during consideration of the items \*9 to \*11 below on the grounds contained in the relevant paragraphs of schedule 12a of the local government act 1972 (as amended).

## **9. DRAFT CORPORATE PLAN 2015-2020 AND TRANSFORMATION PROGRAMME 2015-16 ANNEX C (EXEMPT UNDER PARAGRAPH 3)**

The leader of the council presented the item which was an appendix to the report at item 7.

**RESOLVED** to note the appendix in conjunction with item 7.

## **10. MANAGING ASSETS (GENERAL FUND) (EXEMPT UNDER PARAGRAPH 3)**

The portfolio holder for environment, development and transport presented the report.

In response to a member's question, he explained the pragmatic approach of property management within Norwich City Council. The chief executive officer added that the best use of cash tied up in a difficult to let premises was to release such capital by selling the properties.

The head of city development services explained that assets owned by the council are not disposed of without significant consideration. He said that a matrix is applied to each property to ensure options are thoroughly explored prior to any consideration of disposal.

**RESOLVED** to approve the disposal of land and property from the general fund as described within the report.

**11. LAND TO BE DEVELOPED FOR THE AFFORDABLE HOMES PROGRAMME (EXEMPT UNDER PARAGRAPH 3)**

The portfolio holder for housing presented the report, drawing members' attention to the updated document forming pages 89 and 90 of the report. He highlighted those changes which had taken place between the initial publication of the agenda and the new documents presented; adding that having to reissue these tables with updates highlighted the flexibility of the approach taken by the city council.

In response to a member's question, he stressed that during the process of any potential decommissioning of properties, the same excellent work and care which had been taken during previous decommissioning procedures would also be applied here.

The senior development officer (enabling) explained that consultation would always take place with counsellors regarding any potential decommissioning. This would allow the development of appropriate consultations for each site. She added that final numbers may be subject to slight changes as the amount of housing presented within the report is based on initial planning findings.

**RESOLVED** to progress the sites listed in tables 1 and 2 of the report for development for affordable housing.

CHAIR

**Report to** Cabinet  
12 November 2014

**Item**

**Report of** Democratic services manager

**5**

**Subject** Review of polling districts, polling places and polling stations

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### **Purpose**

To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

### **Recommendations**

To consider whether to recommend council to make the following changes to the polling scheme as recommended by the polling district review group :

- 1) change the boundary between polling districts MX2 and MX3, to move voters living adjacent/north of Drayton Road from polling district MX3 to MX2;
- 2) change the polling station in polling district CG5 to Shipfields Community Room from St Georges Church Hall ; and'
- 3) identify preferred reserve polling stations as listed in Appendix A

### **Financial Consequences**

There are small differences in hires charges for premises but these can be accommodated within existing budgets.

### **Strategic Objective/Service Priorities**

The report helps to achieve the corporate objective to make Norwich safe and secure, building strong and proud local communities.

### **Contact Officers**

Andy Emms, Democratic services manager.

01603 212459

### **Background Documents**

None

# Report

## Introduction

1. The Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, requires that Norwich City Council conduct a review of polling districts, polling places and polling stations in its area.
2. Local authorities are required to divide their area into polling districts for the purposes of parliamentary elections and to designate polling places for these polling districts, and to keep these under review. By conducting this statutory review of polling places, local authorities must demonstrate that they have, as far as is practicable, met the following criteria set out in legislation.
  - a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting **as are practicable** in the circumstances
  - b) seek to ensure that so far as is **reasonable and practicable**, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.
3. In an ideal world council's would have the choice of a range of fully accessible buildings, conveniently located for the electors in the area. It is accepted, however, that in practice this is not always the case and there may be little choice available. If it is necessary to use a place where for example, the access is not ideal, then every reasonable adjustment must be undertaken to provide access for all electors.
4. The key things local authorities are required to bear in mind when conducting this review is that all decisions made must be consulted upon, measured, and practical. The whole process should be as transparent and open as possible to avoid possible conflict.

## Review of polling districts, polling places and polling stations in Norwich.

5. The review was advertised in the press, on the council's website and a public notice displayed in City Hall. Details of the current polling districts, polling places and polling stations are always available on the council's website and details/plans were also made available for personal inspection at City Hall (copies will be on display at your meeting).
6. Invitations to contribute to the review were sent to MPs, MEPs, councillors, political parties, Broadland District Council's Returning Officer and access groups.

## Polling stations / polling districts

7. The current list of polling stations is included in appendix A. All polling stations have been inspected and assessed to ensure that they are fully accessible. In some cases this is possible by providing ramps on the day of the poll.
8. In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.
9. Comparator data which shows the changes to the size of the electorate in each polling district since the last review is attached as appendix B.
10. The returning officer is required to formally contribute to the review and her response is attached at appendix C. This reflects the fact that the polling stations are reviewed prior to every election according to availability and she is fully involved in that process. She is happy that the current scheme will allow her to undertake an efficient election and accurate count.
11. The only other representations were received from Norwich Labour Party as follows:

Ward & PD	Proposal	Benefits
Catton Grove / CG5	Move CG5 polling station at St Georges Church to Shipfields Community Room (operated by Broadland Housing Association)	The polling station on Sprowston Road (St George's) is a very long way for people on Anthony Drive, Shipfields, Templemere to walk to. Establishing a new location, at the community room in Shipfields, would allow more people easier access to vote.
Nelson Ward / NE4  University Ward / UN5	Have separate polling stations for each district.	Evidence from May 2014 showed large queues developing as people waited to vote. This will be a far more significant problem in 2015.

Wensum Ward / WE3	Approach NANSAs day centre / West Norwich Community Hospital to re-establish a new polling station for voters in WE3.	Difficult for residents to have to walk all the way to Wensum Junior School on Turner Road, and cross the busy Dereham Road.
Mancroft Ward. / MA5	Split MA5 into two polling districts. Establish new polling station at All Saints Church.	Easier access for residents to vote.
Thorpe Hamlet / TH2	Move polling station to Great Hospital Common Room, Bishopgate.	<p>Parking is very difficult at the Maids Head Hotel (current polling station) and will become more so once the road changes come into action.</p> <p>The Great Hospital is a central location in TH2, well known, and easier to reach.</p>

12. These suggestions were presented to a meeting of the polling district review group held on 15 October, 2014.
13. The democratic services manager emphasised that if any changes were to be considered, members needed to be absolutely clear that the advantages of these should outweigh the disadvantages of asking people to change from a familiar polling station location.
14. Referring to the Labour Party responses to the consultation for Nelson Ward NE4 / University Ward UN5, the democratic services manager said that the staff working at the polling station at Jessopp Road United Reformed church said that although busy they did not believe significant queues formed. They did have practical issues/concerns relating to being a double polling station which the democratic services manager believed could be addressed through training and ensuring there are adequate staff to allow for a "floor walking" service. The only other buildings in the area are schools which we try to avoid using if at all possible.
15. Concerning Mancroft Ward – MA5, All Saints Church has been contacted but the premise is not available for use as a polling station. The Women's Institute at Evelyn Suffield House was suggested as a possible alternative to Chantry Hall or as an additional polling station in a new split polling district. The democratic services manager would prefer not to split the ward to create another polling district because the new polling district would be very small; the extra polling staff required and the effect on the count.

16. For Wensum Ward – WE3, NANSA and West Norwich Community Hospital have both been contacted again but neither premise is available. The Muslim Centre on Dereham Road was suggested a possible venue for a polling station.
17. A change was suggested to the boundary between polling districts MX2 and MX3, to move voters living adjacent/north of Drayton Road from MX3 to MX2. The Polling District Review Group members considered this was a sensible suggestion which would mean people not having to cross the busy Drayton Road to vote in person at a polling station.
18. The Polling District Review Group asked the democratic services manager to investigate the following options:

**Catton Grove Ward – CG5**

Visit the Community Room at Shipfields to assess the viability of the room for use as a polling station.

**Mancroft Ward – MA5**

Contact the Women's Institute to see whether they have a suitable room which they would be willing to allow to be hired as a polling station for future elections.

**Thorpe Hamlet ward – TH2**

Visit the Great Hospital at Bishopgate to assess the viability of for use as a polling station.

**Wensum Ward – WE3**

Contact the Muslim Centre on Dereham Road to see whether there was a suitable room could be hired as a polling station for future elections.

19. The democratic services manager reported back to the Polling District Review Group on 3 November, 2014 as follows:

**Catton Grove Ward – CG5**

The Community Room at Shipfields is in an excellent location in the heart of the residential area of the district and is fully accessible. The only issue to consider is availability should Broadland Housing Association choose to change the use of its premise from a community facility.

AGREED to recommend changing the polling station in polling district CG5 to Shipfields Community Room with St Georges Church Hall as preferred reserve.

**Mancroft Ward – MA5**

The Women's Institute building is available. It is slightly closer to housing on the south of the district but of course is further for those in the north. There is a small car park available at the rear but this is accessed from Surrey Street/Surrey Grove which might prove difficult for people to find. Disabled people would

need to walk around via Surrey Street to the front access. Although suitable as a polling station there does not seem to be any significant advantage over the existing Chantry Hall to warrant change.

AGREED to retain Chantry Hall as the polling station in MA5 with the Womens' Institute's Evelyn Suffield House, 45 All Saints Green as the preferred alternative.

### **Thorpe Hamlet Ward – TH2**

The refectory and the common room at the Great Hospital at Bishopgate were available for use. There is a car park but it is a long way from the available room and the nearer on-street parking was not free. The Great Hospital had some practical and logistical issues that it would need to agree to and would not want cars driving around the site as residents were its main priority – this would be difficult to sign and “police”. The cost of hire would be significantly more than any of the other polling stations used. The parking available at the rear of the Maids Head hotel was close and accessibility would be improved soon as there were plans for a lift to improve access for the disabled from the car park.

AGREED to retain the Maids Head Hotel as the polling station in TH2

### **Wensum Ward – WE3**

The Muslim Centre on Dereham Road was not available for hire as a polling station and no alternative has been identified.

AGREED to retain the Wensum Junior School, Turner Road (which is situated in polling district WE2) as the polling station for WE3 until a suitable alternative becomes available in that polling district.

20. Members will be aware that the council does not own most of the polling stations in the polling scheme. Therefore there are occasions when they are not available for a particular election. It is then necessary to identify the next best option. Sometimes due to lack of availability, this will require the polling station to be in an adjacent polling district, and may require doubling up with another polling station. Also listed on Appendix A are the alternative arrangements that will be made if a polling station is unavailable for a particular election/by-election.



## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12/11/14
<b>Head of service:</b>	Anton Bull
<b>Report subject:</b>	Review of polling districts, polling places and polling stations
<b>Date assessed:</b>	
<b>Description:</b>	To review polling districts, polling places and polling stations as required by the Representation of the People Act 1983 (as amended by the Electoral Administration Act 2006) and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The changes will improve accessibility of two polling stations particularly for the disabled.
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
<b>Positive</b>
To make the changes identified in the report to improve accessibility of polling stations particularly for the disabled.
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>

Polling District	Scheme agreed at 2011 review	Scheme recommend by the Polling District Review Group 2014	Alternative arrangement if station unavailable
BO1	Chapel Break Village Hall	Chapel Break Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO2	Clover Hill Village Hall	Clover Hill Village Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO3	Fourways Centre	Fourways Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO4	West Earlham Community Centre	West Earlham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
BO5	Bowthorpe Church Centre	Bowthorpe Church Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG1	Greenfields Community Centre	Greenfields Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG2	Catton Grove Primary School	Catton Grove Primary School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG3	Catton Grove Community Centre	Catton Grove Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG4	Oak Grove Chapel	Oak Grove Chapel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CG5	St.Georges Church Hall	<b>Shipfields Community Room</b>	1. Preferred reserve St George's church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
CR1	Pilling Park Community Centre	Pilling Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR2	Fugill Green Sheltered Housing	Fugill Green Sheltered Housing	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR3	Plumstead Road Branch Library	Plumstead Road Branch Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR4	St. Francis Church Hall	St. Francis Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
CR5	Frere Road Community Centre	Frere Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

EA1	Eaton Park Community Centre	Eaton Park Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA2	United Reformed Church Hall, Ipswich Road	United Reformed Church Hall, Ipswich Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA3	Eaton St. Andrew Church Hall	Eaton St. Andrew Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA4	Church of Jesus Christ of the Latter Day Saints	Church of Jesus Christ of the Latter Day Saints	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
EA5	Eaton Parish Hall	Eaton Parish Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA1	Tuckswood Library	Tuckswood Library	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA2	Harford Community Centre	Harford Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA3	Norwich Steiner School	Norwich Steiner School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA4	Jubilee Centre	Jubilee Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
LA5	Old Lakenham Community Centre	Old Lakenham Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA1	Community Lounge Douro Place	Community Lounge Douro Place	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA2	City Church	City Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA3	Russell Street Community Centre	Russell Street Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
MA4	Waddington Court Housing Scheme	Waddington Court Housing Scheme	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
1 MA5	Chantry Hall	Chantry Hall	1. Preferred reserve Evelyn Suffield House, 45 All Saints Green. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library

	MX1	Function Room, St.Lukes Church	Function Room, St.Lukes Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	MX2	Norman Centre	Norman Centre	1. Preferred reserve Community Room, Larners Way. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
2	MX3	Norman Centre	Community Room, Larners Way	1. Preferred reserve Norman Centre, Bignold Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library
	MX4	St Catherines Church Hall	St Catherines Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
	NE1	Belvedere Community Centre	Belvedere Community Centre	1. Preferred alternative St Thomas church hall. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	NE2	St. Peters Church Hall	St. Peters Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	NE3	Trinity United Reformed Church Hall	Trinity United Reformed Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
3	NE4	Scout Headquarters - Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE1	Angel Road Junior School	Angel Road Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	SE2	Christchurch Centre	Christchurch Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
4	SE3	Silver Rooms, Silver Road	Silver Rooms, Silver Road	1. Preferred reserve Silver Road Baptist Church, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	SE4	Silver Road Baptist Church	Silver Road Baptist Church	1. Preferred reserve Silver Rooms, Silver Road. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH1	St James House, Cannell Green Entrance	St James House, Cannell Green Entrance	1. Preferred reserve Don Pratt Court. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	TH2	Maids Head Hotel	Maids Head Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH3	Crown Room, Wensum Lodge	Crown Room, Wensum Lodge	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

	TH4	St Matthew's Church	St Matthew's Church	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TH5	Lansdowne Hotel	Lansdowne Hotel	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC1	Melbourne Cottages	Melbourne Cottages	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	TC2	Cambridge Street hall	Cambridge Street hall	1. Use Holy Trinity Church. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC3	St. Albans Church Hall	St. Albans Church Hall	1. Assess viability of schools, libraries, public venues in polling district/adjoining polling district. 2. Combine with station in adjoining polling district. 3. If unavailability is close to election date, utilise mobile library
	TC4	Sixth Form Centre - NHSG	Sixth Form Centre - NHSG	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN1	St Mary's Church Hall	St Mary's Church Hall	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
5	UN2	UEA - University Plain	UEA - University Plain	1. Locate alternative room/venue at UEA. 2. Assess viability of suitable alternative venues. 3. Combine with polling station in adjoining district. 4. Schools to be used as a last resort. 5. If unavailability is close to election date, utilise mobile library.
	UN3	George Carver Court	George Carver Court	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library.
6	UN4	St Anne's Church hall	33 Scout Group Headquarters	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	UN5	United Reformed Church, Jessopp Road	United Reformed Church, Jessopp Road	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE1	Marlpit Community Centre	Marlpit Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE2	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE3	Wensum Junior School	Wensum Junior School	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library
	WE4	Cadge Road Community Centre	Cadge Road Community Centre	1. Assess viability of suitable alternative venues. 2. Combine with polling station in adjoining district. 3. Schools to be used as a last resort. 4. If unavailability is close to election date, utilise mobile library

1 Friend's Meeting House, Upper Goat Lane has been used whilst redevelopment works were being undertaken at Chantry Hall, Chantry Road.



- 2 In 2011 no suitable venue was available in MX3, the Community Room at Larners Way has since been built and is being used a polling station.
- 3 The Scout headquarters on Jessopp Road is no longer available as the headquarters is closed. It has therefore been necessary to use the URC on Jessopp Road as a double polling station as no suitable alternative in NE4 has been identified.
- 4 Silver Road Baptist Church has been used whilst the Silver Rooms were closed.
- 5 A room is provided by the UEA at each election following discussions concerning availability/suitability
- 6 We have been able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Anne's Church Hall



PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
BO1	Bowthorpe	1754	1750
BO2	Bowthorpe	2781	2767
BO3	Bowthorpe	796	834
BO4	Bowthorpe	1829	1902
BO5	Bowthorpe	1327	1371

CG1	Catton Grove	2018	2214
CG2	Catton Grove	1762	1767
CG3	Catton Grove	1421	1519
CG4	Catton Grove	1073	1091
CG5	Catton Grove	1589	1602

CR1	Crome	1489	1536
CR2	Crome	1257	1234
CR3	Crome	1756	1731
CR4	Crome	1177	1172
CR5	Crome	1591	1690

EA1	Eaton	1215	1248
EA2	Eaton	1387	1406
EA3	Eaton	1788	1863
EA4	Eaton	1763	1719
EA5	Eaton	1220	1175

LA1	Lakenham	1247	1297
LA2	Lakenham	778	755
LA3	Lakenham	1881	1844
LA4	Lakenham	2038	2040
LA5	Lakenham	1326	1356

MA1	Mancroft	825	816
MA2	Mancroft	2504	2637
MA3	Mancroft	1422	1458
MA4	Mancroft	1305	1398
MA5	Mancroft	2010	2025

MX1	Mile Cross	1910	1928
MX2	Mile Cross	2639	2747
MX3	Mile Cross	1708	1712
MX4	Mile Cross	1486	1590

PD	Ward	Electorate as at	
		01-Dec-12	17-Feb-14
NE1	Nelson	2052	2066
NE2	Nelson	1829	1664
NE3	Nelson	1011	1016
NE4	Nelson	2670	2483

SE1	Sewell	2497	2507
SE2	Sewell	1137	1139
SE3	Sewell	2308	2344
SE4	Sewell	1789	1861

TH1	Thorpe Hamlet	1195	1155
TH2	Thorpe Hamlet	1256	1305
TH3	Thorpe Hamlet	1314	1366
TH4	Thorpe Hamlet	2299	2379
TH5	Thorpe Hamlet	2597	2876

TC1	Town Close	2608	2692
TC2	Town Close	1936	1756
TC3	Town Close	3360	3433
TC4	Town Close	715	718

UN1	University	1130	1099
UN2	University	2426	2249
UN3	University	1933	1961
UN4	University	906	850
UN5	University	1367	1368

WE1	Wensum	2372	2407
WE2	Wensum	1539	1441
WE3	Wensum	793	773
WE4	Wensum	3662	3700



Norwich City Council  
City Hall  
St Peter's Street  
Norwich  
NR2 1NH

Sarah Fowler  
Electoral Services Manager

26 September 2014

Our reference

Dear Sarah,

### **Polling District and Places Review 2014**

This letter sets out my views as Returning Officer for Norwich by way of response to the consultation exercise on the above review.

The relatively small geographical size and urban nature of the area has meant that options for polling places and stations are limited. Those that have been used in Norwich are carefully assessed to ensure that they meet accessibility requirements.

In the lead up to all elections there are often local circumstances that require a mini review in itself. By way of example, in May 2014 we were able to utilise the Scout headquarters on Colman Road (polling district UN4) after a fire destroyed the St Annes Church Hall. Also, the Silver Rooms on Silver Road (SE3) once again became available for use. In recent elections we had been using the Silver Road Baptist Church in the adjacent polling district (SE4) as a double polling station as there had been no suitable alternative in SE3. Another example was the need to use the Friend's Meeting House, Upper Goat Lane (MA5) as redevelopment works were being undertaken at Chantry Hall, Chantry Road.

In the current polling scheme there are two polling districts which do not have a polling station situated within the polling district (WE3 and NE4) as there are no suitable premises available. Whilst this is clearly not ideal, I am happy that using the two premises in the adjacent polling districts as double polling stations meets accessibility requirements and are the best options available.

There are some minor variances in total electorate within different Polling Districts. However, these are well within the parameters that allow me to undertake an efficient election and accurate count. I therefore consider the current polling district and polling station provision to be appropriate for the prevailing circumstances in Norwich.

Yours sincerely



**Laura McGillivray**  
Returning Officer

Tel: 01603 212001

Email: [lauramcgillivray@norwich.gov.uk](mailto:lauramcgillivray@norwich.gov.uk)



**Report to** Cabinet  
12 November 2014  
**Report of** Head of planning service  
**Subject** Adoption of Norwich's local plan documents

**Item**

**6**

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## **Purpose**

To consider the conclusions of the Inspector's reports of the examination into the *Development management policies local plan* and *Site allocations and site specific policies local plan* and whether to recommend council to adopt the two local plans and associated *Policies map*.

## **Recommendations**

To recommend council to:

- 1) Adopt the *Development management policies local plan* as modified by the Inspector's report and additional (minor) modifications (set out in Appendix 1);
- 2) Adopt the *Site allocations and site specific policies local plan* as modified by the Inspector's report and additional (minor) modifications (set out in Appendix 2);
- 3) Adopt the *Policies map* as modified by the Inspector's report, which forms part of both local plan documents (Appendix 3); and,
- 4) Delegate authority to the head of planning, in consultation with the portfolio holder for environment, development and transport, to make any further minor factual updates and corrections required to each local plan document prior to adoption, and to proceed with the necessary legal and administrative procedures to secure adoption of both local plan documents to form part of the development plan for Norwich.

## **Corporate and service priorities**

The report helps to meet the corporate priority "A prosperous city" and the service plan priority to develop the local economy, promote inward investment, and regeneration activities.

## **Financial implications**

The cost of adopting and publishing both plans is provided for by existing budgets.

**Ward/s:** All wards

**Cabinet member:** Councillor Stonard – Environment development and transport

## **Contact officers**

Judith Davison

01603 212529

**Background documents**

None



# Report

## Background

1. The council is nearing the end of a long period of plan preparation which began in 2008-09. Norwich's emerging local plan documents, the *Development management policies local plan* ('DM policies plan') and *Site allocations and site specific policies local plan* ('Site allocations plan'), have recently undergone public examination, and the reports of the independent inspector, Chris Anstey, into the soundness and legal compliance of the plans have now been received. During their preparation the plans have undergone a process of sustainability appraisal and public consultation, and reports have been taken to members at sustainable development panel, cabinet and council at key stages as appropriate. An extensive evidence base compiled over a number of years supports the policies and proposals in both plans. Both plans were fully endorsed by members prior to submission to the Secretary of State in April 2013.
2. There have been many changes to the national and local planning context which have impacted on the plan preparation process. Changes to the legislative framework include the Localism Act 2011 which introduced neighbourhood planning, the Duty to Cooperate, and Assets of Community Value; publication of the Town and Country Planning (Local Planning) (England) Regulations (2012) which update local plan procedure to take account of the changes made by the Localism Act; publication of National Planning Policy Framework (NPPF) and Planning Policy for Traveller sites in 2012, superseding all previous planning policy guidance notes; deregulation of the planning system through changes to permitted development (2012 on); and publication of guidance on 'Viability testing for local plans' (2012).
3. In addition to these wider changes, there have been some changes to the local planning context during that period including the legal challenge to the adoption of the *Joint core strategy for Broadland, Norwich and South Norfolk* (JCS) in 2011, and adjournment of the part JCS examination in 2013, which led to some uncertainty over strategic planning policy, and delay; and the introduction of the community infrastructure levy in 2013.
4. The 2012 Planning regulations also changed terminology relating to development plan documents, referring to them as 'local plans' as this term is more readily understood. This change in terminology will be reflected in the final adopted versions of both plans which will be rebranded as 'local plans' rather than development plan documents.
5. Once adopted both local plans will supersede the 2004 *Replacement local plan* and form part of the development plan for Norwich (also known as the 'Norwich Local Plan'), alongside the adopted JCS and adopted *Northern city centre area action plan*. The end-date for both local plans is 2026. The *Site allocations plan* will enable the strategic policies in the JCS to be implemented, ensuring that we get the right type of development in the right locations, and will focus higher density development on the city centre and public transport corridors. The *DM policies plan* provides a suite of detailed planning policies to help guide and manage change in Norwich, supporting the sustainable growth strategy set out in the JCs whilst protecting the city's historic character and local environment.

## The Public Examination

6. At its meeting on 26 March 2013 Council resolved unanimously to endorse both plans and policies map, submit them to government for examination, and to give authority to government inspector to modify the plans. The subsequent formal submission by the council of both local plan documents to the Secretary of State in April 2013 triggered the start of the public examination process. The purpose of the public examination is to examine the soundness and legal compliance of local plans, in particular whether they comply with the Duty to Cooperate, and are positively prepared, justified, effective and consistent with national policy in the NPPF. Prior to the examination hearings, the council submitted a number of 'main modifications' to both plans to address soundness issues.
7. The Inspector held public examination hearings in late February / early March 2014, which examined key legal compliance and soundness issues for both plans. Following this, the Inspector consulted on his 'main modifications' to both plans (those changes which he considers to be necessary to make the plans sound and legally compliant), and to the sustainability appraisal for each plan, from 19<sup>th</sup> June to 15<sup>th</sup> August. A total of 34 representations were received to the main modifications for the *Site allocations plan*, 17 for the *DM policies plan*, and 3 for the *Policies map*. All representations received are available to view on the council's website (<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/4MainModificationsResponseSummaryTables.pdf> ).
8. The representations made to the main modifications for the *Site allocations plan* include several to the Deal Ground policy (R10), The Paddocks, Holt Road (R32), and Land west of Bluebell Road, Bartram Mowers Limited (R45). The council objected to the main modification for R45, chiefly on the grounds of adverse impact on the landscape character of the Yare Valley.
9. The representations to the main modifications for the *DM policies plan* include a number of objections by Broadland district council chiefly on points of detail, a representation of support from Anglian Water to DM5 (Flood risk), and a representation of support by the council to the modification to policy DM14 (Gypsies, travellers, and travelling showpeople).
10. No representations were received to the Sustainability Appraisal for either local plan.

## Key conclusions of the Inspector's reports

11. The Inspector's reports for each local plan were published by the council on 16<sup>th</sup> October. The Inspector finds both plans to be sound, subject to a number of main modifications (the majority of which were proposed by the council), and:
  - concludes both plans have met the duty to cooperate, consistency with national and JCS policy and are judged to be sound, subject to modifications;
  - also concludes that the plans are based on a robust up-to-date evidence base, take account of viability issues and the need for flexibility in a changing market, provide for infrastructure delivery and address flood risk;
  - endorses the vast majority of the council's policies and proposed modifications, as set out below for each plan;

- states that the policies in the two plans “ensure that the benefits of the ambitious growth agenda are balanced by the effective protection of the historic city’s urban and natural environment”; and
- commends the council on the “constructive engagement” and positive approach taken in response to representations.

## **Development management policies local plan**

12. Overall, the Inspector’s report

(<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/5InspectorsReportDMPoliciesPlan.pdf>) concludes that, subject to modifications mainly proposed by the council itself, the plan complies with and enables implementation of national and JCS policy and provides an appropriate basis for the planning in the city. More specifically:

- The Inspector has accepted the council’s modification to policy DM14 (Gypsies, travellers, and travelling showpeople). The revised policy states that, if it is not possible to meet immediate needs for gypsy and traveller accommodation (a minimum 8 pitches by the end of March 2016), a short focussed local plan to identify and allocate additional traveller sites should be commenced within one year and completed within two years of adoption of the Site allocations plan;
- The Inspector has accepted the council’s modification to DM5 on flood risk to take account of recent evidence from Norfolk county council on larger ‘Critical Drainage Catchments’: planning applications in those catchments must be accompanied by a flood risk assessment and developments are to be designed to place additional focus on sustainable drainage;
- Objections to retail policies concerning thresholds for food store development and reclassification of Hall Road retail park from bulky goods sales to identify it as a district centre allowing sales of a wider range of retail goods and the inclusion of other uses were not supported by the Inspector;
- The Inspector has endorsed the amendments to policies the council was required to make to reflect changes to national policy on permitted development, for example allowing offices to be redeveloped for housing without the need for planning permission.

## **Site allocations and site specific policies local plan**

13. Almost all the main modifications proposed to the *Site allocations plan* have been accepted by the Inspector in his report

(<http://www.norwich.gov.uk/Planning/PlanningPolicy/Documents/6InspectorsReportSAPlan.pdf>). The majority of these were modifications put forward by the council in response to representations, or to reflect changes in circumstance (such as a site no longer being available for development). Some main modifications were proposed by the Inspector following discussion at the examination. The report’s conclusions for a number of key sites are as follows:

- CC9 King Street Stores (new policy reference CC8): the report concludes that the proposal by Norfolk County Council to extend the allocation to include the

Lincoln Ralphs sports hall is not justified by evidence. This endorses the council's position at examination.

- CC11 Land at Garden Street (new policy reference CC10): the report confirms the modification to this allocation to allow for a temporary option enabling provision of a primary school, in response to an objection by Norfolk county council. However, the Inspector requires any school development to provide replacement car parking, as proposed by the city council at examination.
- R32 The Paddocks, Holt Road (new policy reference R30): the report confirms the modification to this allocation in response to objection by the landowner to allow for development for general employment uses if a masterplan produced by the airport (and endorsed by the council) within 2 years of adoption of the plan demonstrates that the land is not required for airport operational uses.
- R45 Land west of Bluebell Road, Bartram Mowers (new policy reference R42): the Inspector's report confirms his main modification to site R45 in response to an objection by the landowner to include the site in the plan as a housing scheme for the over 55s, which may include assisted living and extra care housing, subject to production of a masterplan (following a brief set by the council). The masterplan will determine how the development can best be designed to minimise impact on the landscape and preserve the character of the area, setting the precise areas within which development will be located, maximum building heights, the number and type of dwellings and the layout of the open space. This modification was proposed by the inspector following discussion at the examination; the council objected to this modification during the main modification consultation as referred to above, however the Inspector's report concludes that that the considerable benefits associated with the scheme outweigh the visual harm that would result. The report specifically points to the sustainable location of the site, the benefits of using brownfield land, meeting the accommodation needs of older people and providing access to green space and enhancements to biodiversity as justification for the allocation.
- R10 Deal Ground (new policy reference R9): the Inspector's report deletes the proposed main modification to the Deal Ground policy. This modification had been proposed by the Inspector following discussion at the examination in relation to Norfolk County Council's representations that the policy should take additional account of adjoining uses. Several representations were received to this modification including one of objection from Lanpro, acting on behalf of the Deal Ground landowner. The Inspector's conclusion in his report notes that as the site now has planning permission which pays due regard to adjacent uses, it would be inequitable to modify the policy to require further work to be carried out with regard to noise, dust and odour pollution. This was the council's stance at examination and this conclusion is welcomed.

### **Further changes prior to adoption**

14. In addition to the Main modifications referred to above, the council also proposes to make a number of additional (minor) modifications to both plans. These are minor factual updates and corrections, and were publicised at the time of the Main modifications consultation (<http://www.norwich.gov.uk/Planning/PlanningPolicy/Pages/LocalPlanDocsNov14.aspx>).

15. Recommendation 4 makes provision for any further minor factual updates and corrections required for each local plan document to be made by officers prior to adoption. This will include for example the re-numbering of policies in the *Site allocations plan*, to take account of sites which have been deleted from the plan (e.g. sites which are no longer available for development or which are now built) and to include the new site allocation for Land west of Bluebell Road, Bartram Mowers. The policy references for the *DM policies plan* will stay the same.

### **Adoption process**

16. The publication of the Inspector's reports enables the council to proceed to the adoption of both plans. However the council can only do this if it incorporates the modifications considered by the Inspector as necessary to make the plans sound and legally compliant.
17. The Inspector's reports are effectively binding. At its meeting on 26 March 2013, the council gave the Inspector authority, under section 20(7C) of the Planning and Compulsory Purchase Act 2004, to make modifications to the both plans to ensure that they are sound. Therefore the choice open to the council at this stage is either to adopt each plan as modified by the inspector's report, or alternatively not to adopt the plan. There is no opportunity to choose which parts of the Inspector's report will or will not be incorporated in the adopted local plan document.
18. Members are therefore asked to recommend that full council resolves to adopt the *Development management policies local plan*, the *Site allocations and site specific policies local plan*, and the accompanying *Policies map*. These are set out at appendices 1, 2 and 3 respectively (available to view at <http://www.norwich.gov.uk/Planning/PlanningPolicy/Pages/LocalPlanDocsNov14.aspx> ).
19. If full council resolves to adopt these plan documents on 25 November, the adoption process for local plan documents which is set out in Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012 will be followed. In addition, the Strategic Environmental Assessment Directive 2001, and the Environmental Assessment of Plans and Programmes Regulations 2004, set out a requirement for an Environmental adoption statement to demonstrate, amongst other things, how environmental considerations have been integrated into each plan, and how the results of public consultation and sustainability appraisal consultation have been taken into account.
20. As soon as practicable after full council resolves to adopt both plans on 25 November, the council must make the following documents available at its deposit points and on its website, for each plan:
- a) The new local plan document
  - b) The adoption statement
  - c) The sustainability appraisal report, and
  - d) The environmental adoption statement.

21. The planned date of adoption for both plans is 1 December 2014. The adoption of the plans will be publicised through a notice placed in the press around the time of adoption.
22. The above documents will be made available for inspection from 1 December for a 6 week legal challenge period, as required by the Planning Act 2004 (section 113(4)). Any person who is aggrieved by the adoption of either plan can make an application to the High Court on the grounds that the document is not within the appropriate power of the council and / or a procedural requirement has not been complied with.

## **Conclusion**

23. Once adopted, the plans will supersede the saved policies of the 2004 local plan (and related supplementary planning documents) and will provide an up-to-date planning framework for Norwich, along with the adopted *Joint core strategy* and *Northern city centre area action plan*.
24. It is critical to the city's future prosperity and the quality of its built and natural environment that both plans are adopted at the earliest opportunity to assist planning decision making and help deliver the significant levels of growth planned for the city to 2026, whilst retaining and enhancing its historic character and local environment. Adoption will make Norwich among the earliest local authorities to have a comprehensive set of National Planning Policy Framework compliant local plan documents adopted, showing the city is ready to meet the challenge of growth.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 November 2014
<b>Head of service:</b>	Graham Nelson
<b>Report subject:</b>	Adoption of local plan documents
<b>Date assessed:</b>	27 October 2014
<b>Description:</b>	Members are asked to endorse the plans and to recommend to council that they are adopted as modified by the inspector's reports. Both plans have been subject of Sustainability Appraisal (including consideration of environmental, social and economic objectives) and have been screened for impacts on diversity considerations.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are some costs associated with adoption, chiefly the printing of plan documents, but this is a statutory requirement.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited impact on Design Print and Production service which will organise the printing of hard copies of the local plans and policies map, and upload electronic versions onto the council's website.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Some impact on ICT services: the policies map is being developed as an interactive map on the council's website, and will be available as soon as practicable after adoption.
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will provide greater certainty to developers and should have a positive economic impact on development and the local economy.
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.



	Impact			
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified.
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Health and well being</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Relations between groups (cohesion)</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Eliminating discrimination &amp; harassment</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Advancing equality of opportunity</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No impact identified
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Transportation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on transportation as full weight can be attached to the policies and proposals in the plans.
<b>Natural and built environment</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on the natural and built environment as full weight can be attached to the policies and proposals in the plans.

	Impact			
<b>Waste minimisation &amp; resource use</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no direct impacts on waste minimisation and resource use from the adoption of these plans.
<b>Pollution</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of both plans will have a positive impact on pollution as full weight can be attached to the policies and proposals in the plans upon adoption.
<b>Sustainable procurement</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no direct impacts on sustainable procurement from the adoption of these plans.
<b>Energy and climate change</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The adoption of these plans will have a positive impact on energy and climate change as full weight can be attached to the policies and proposals in the plan upon adoption.
<b>(Please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Risk management</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Likely to be neutral impact if both plans are adopted as proposed.

## Recommendations from impact assessment

### Positive

Both plans should have many positive impacts following adoption, through the implementation of development management and site specific policies that will guide development in Norwich to support the growth promoted through the Joint Core Strategy.

### Negative

No negative impacts have been identified.

### Neutral

No impact has been identified in relation to the majority of issues.

### Issues

The key risk is the non adoption of either or both plans, which would result in uncertainty for developers and failure to implement the strategic policies of the Joint Core Strategy, with potential impacts on the local economy and environment.



**Report to** Cabinet  
12 November 2014  
**Report of** Head of citywide services  
**Subject** Byelaw to manage skateboarding in the city centre

**Item**

**7**

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## **Purpose**

To consider the byelaw consultation responses in relation to the council's proposal to make a byelaw prohibiting skateboarding\* in a designated area of the city which will assist in preventing damage to historic buildings and preventing nuisance to members of the public using the highway.

\*(including roller-blading and non-motorised scooters)

## **Recommendation**

To recommend council to make a byelaw to manage skateboarding in the city centre.

## **Corporate and service priorities**

The report helps to meet the corporate priority "A safe and clean city" and the service plan priority "tackling antisocial behaviour".

## **Financial implications**

Funded from existing budgets.

Ward/s: Mancroft

Cabinet member: Councillor Driver, neighbourhoods and community safety

## **Contact officers**

Michael Stephenson, public protection manager 01603 212283

Adrian Akester, head of citywide services 01603 2123331

## **Background documents**

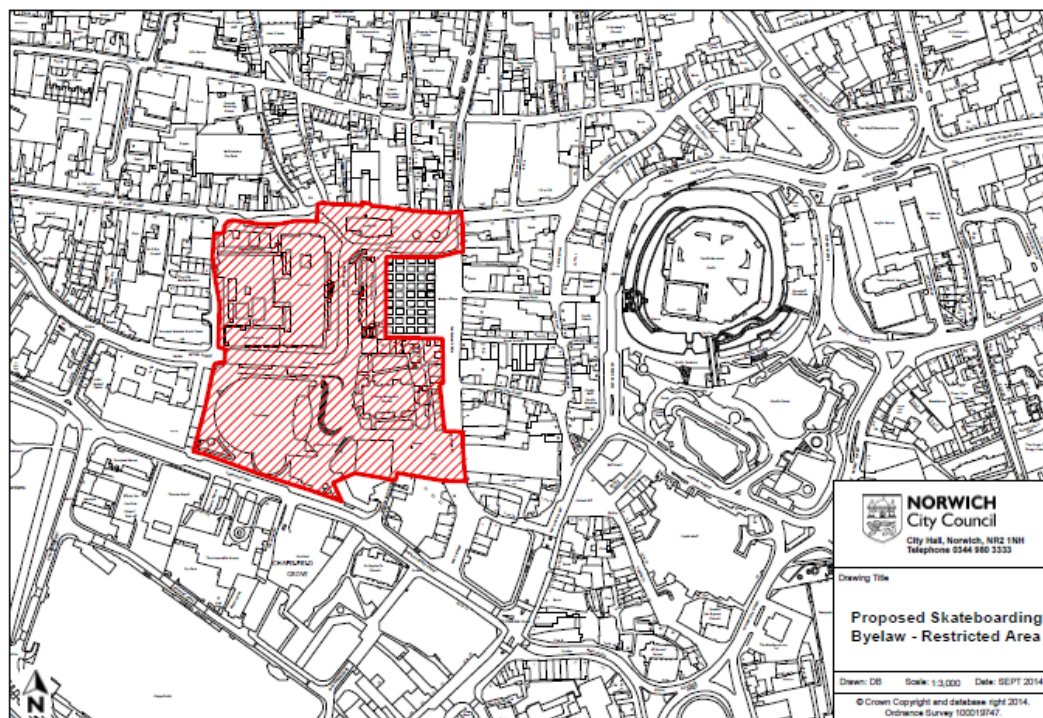
None

# Report

## Background

1. In June 2014 cabinet considered a report recommending the making of a byelaw to prohibit skateboarding in a designated area of the city to assist in preventing damage to historic buildings and nuisance to members of the public using the highway.
2. Cabinet resolved to recommend that council makes a byelaw to manage skateboarding in the city centre whilst taking into consideration the following:
  - a) that the areas (1 – 5 on page 112 of the report) affecting the War Memorial, Memorial Gardens, St Peter Mancroft, Gaol Hill leading to London Street, Forum, City Hall and Hay Hill are adopted under a bylaw (Fig 1);
  - b) that further and wider consultation on any areas outside of these listed above will be carried out before placing a finished byelaw proposal to the Secretary of State;
  - c) that special consideration will be made to ask for feedback from residents, special interest groups such as skateboarders and other relevant stakeholders; and
  - d) that further work will be carried to publicise the excellent skateboard parks in Norwich including asking the bus companies to look at whether providing signage and information at the bus station and train station.

Fig 1



## Background to the consultation

3. The group we were most concerned with engaging throughout the consultation was the skateboarders. In fact, their input via cabinet members and officers prior to the consultation helped shape how we framed the consultation.
4. For example they were clear that there could be other things contributing to the damage, including misuse by scooters. The website link to the consultation was also sent to local skateboarding champions who put it out through their networks.
5. The consultation information was on the council's website in two places, including in premium position on our front page.
6. There have been lots of articles and letters in the press and a general debate on this issue in the media. It has been front page on the Evening News on at least two occasions.

## Byelaw consultation responses

7. The consultation ran for six weeks, closing on Friday 17 October. The question posed was as follows:

*"Do you think the area in question should be made bigger than outlined in the current proposal?"*

### Outcome headlines

8. The outcome of the consultation can be summarised as:
  - 312 responses in total
  - Yes: 6%
  - No: 92%
  - Don't know: 2%
9. In addition to the survey responses listed above, written representations were received from:

Norfolk Branch Royal Army Medical Corps Association	– Support byelaw
National Service (R.A.F.) Association	– Support byelaw
Royal Signals Association Norfolk Branch	– Support byelaw
Chapelfield Gardens Residents Association	– Support byelaw
Royal Naval Association	– Support byelaw
A member of the public	– Support byelaw
Councillor Carlo	– Not support byelaw

### Outline conclusions

10. The consultation illustrates the strongly opposed views of city centre users, skateboarders, people who live and work in the city and those who visit.

11. Only 6% of people think it should be made bigger than outlined by cabinet. However, the strong 'voice' against the proposed byelaw comes mainly from skateboarding enthusiasts.
12. Other people are in support of the byelaw and think it should be made wider. It is a difficult balancing act but the council has to consider the needs of all city centre users.

### **Examples of comments**

13. From those who thought the area should be bigger than proposed or were in support of the byelaw:

"The entire city centre."

"Cover the market as well. Not a playing area."

"Inner ring road."

"Extended to include the main shopping area."

"All over city esp. on pavements and in car parks. The council should also tighten up on cyclists on pavements too!"

"Castle Meadow and London Street."

"Should include the grave yard as you head towards Chapelfield."

"Should also include all areas of high footfall, due to danger to pedestrians – ie all of shopping areas in city centre."

"Elm Hill, Tombland."

"Castle Gardens including the moat and roof top park."

"Coburg Street adjacent to Chapelfield residential."

"It's a great idea. Pedestrians shouldn't feel unsafe walking through the city centre."

14. From those who thought the area should be smaller or are against the byelaw:

"Limited to the war memorial itself."

"The wording here is terrible. I believe that there should be NO area stopping people from skateboarding."

"Skateboarding can also be used as a form of transport, don't be so naive as to think all skateboarding is the same when it really isn't, so don't penalize the people who generally like to skate around and get from A to B."

"This byelaw should be dropped. Get with it council - we're in 2014 not 1914."

"Drop the proposal!"



"I think the problem will move outside the excluded area e.g. to Pottergate and London Street."

"I would suggest that only welcoming comments for extending the area suggests you've already made your mind up. What a waste of my money."

"I think that important heritage buildings/structures should be protected against the damage that can be caused by skateboarders/BMX's/Roller skaters etc but those should be individually marked as no skating areas as oppose to a areas of the city being zoned as no skating areas."

### **Next steps**

15. Following the meeting of cabinet on 12 November, a report will go to council on 25 November 2014.
16. If members agree that the byelaw should be introduced, we then have to advertise it for one month. Following this, the council will make the application to the Secretary of State for approval to implement it.

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 November 2014
<b>Head of service:</b>	Adrian Akester
<b>Report subject:</b>	Making of a skateboarding byelaw
<b>Date assessed:</b>	May 2014
<b>Description:</b>	

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will support the managemnt of disorder in the city centre
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
<b>Positive</b>
Will support the management of disorder in the city centre
<b>Negative</b>
<b>Neutral</b>
<b>Issues</b>



<b>Report to</b>	Cabinet 12 November 2014	<b>Item</b>
<b>Report of</b>	Head of city development services	<b>8</b>
<b>Subject</b>	Consultation: Greater Norwich homelessness strategy 2015-20	

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## Purpose

To seek approval from cabinet to consult on the *Greater Norwich homelessness strategy 2015-20* for a period of twelve weeks.

## Recommendation

To approve the consultation document: *greater Norwich homelessness strategy 2015-20*.

## Corporate and service priorities

The report helps to meet the corporate priorities “Decent housing for all”, “Value for money services”, “A safe and clean city” and “A prosperous city”.

## Financial implications

All costs can be met within existing resources.

**Ward/s:** All wards

**Cabinet member:** Councillor Bremner.

## Contact officers

Andy Watt	01603 212691
Paul Swanborough	01603 212388
Chris Hancock	01603 212852

## Background documents

None

# Report

## Background information

1. The Homelessness Act 2002 requires Local Authorities to produce a homelessness strategy (based on the evidence from a homelessness review) that applies to everyone at risk of homelessness, not just people who may fall within a priority need group for the purposes of Part 7 of the Housing Act 1996.
2. This is the third greater Norwich Homelessness Strategy to be produced since 2007. Work started on the formation of this document in January 2014. The following organisations been involved in the formation of this consultation document:
  - Broadland Council
  - City Reach – NHS
  - Integrated Commissioning Team – NHS
  - Norwich City Council
  - South Norfolk Council
3. The main achievements in preventing homelessness in the last three years since the last homelessness strategy:

Action	What does this mean?
Restructured our housing options service to ensure that specialist advice is available for all clients at first point of contact.	<p>We can help more people and be more responsive to preventing homelessness.</p> <p>In an average month the housing options department will:</p> <ul style="list-style-type: none"><li>• See 1000 people with a housing issue.</li><li>• Take 350 Home Options applications</li><li>• Give specialist one to one advice to 220 households threatened with homelessness.</li><li>• Take 1500 telephone calls</li><li>• Visit 150 applicants at home to check their circumstances.</li></ul>
Increased the size of our private sector leasing scheme (NCC Let).	<p>We have been able to provide more affordable housing and prevented homelessness.</p> <p>In the last 3 years the scheme has grown and now manages 380 properties (one of the largest such schemes in the country).</p> <p>Earlier this year the scheme housed its 1000<sup>th</sup> tenant.</p>



Our housing options service has played a proactive role in ensuring Discretionary Housing Payments (DHP) gets to people who most need it.	We can be more proactive in preventing homelessness through working closely with our housing benefits team and focussing resources on those in the most need.
Co-ordinated a severe weather provision for rough sleepers at times of extreme weather.	<ul style="list-style-type: none"> <li>Helped mitigate the risk of rough sleeper deaths in severe weather.</li> <li>Linked rough sleepers into services and help.</li> </ul>
Carried out an 'Alternative Giving' campaign to highlight the issue of begging and the often false perception that this is linked to rough sleeping.	<ul style="list-style-type: none"> <li>It helped breakdown the often false perception that the general public may have about begging by encouraging charitable donations to the homelessness charities. This directed help to those who most need it, and who are homeless.</li> <li>It encouraged closer working with the Police and our outreach team who come into contact with street beggars on a daily basis.</li> </ul>
Introduced a hostel eviction protocol ('Off the street').	<p>It helps encourage closer working between the statutory and voluntary sector to help reduce the number of people ending up on the streets from hostels through eviction.</p> <p>At the last rough sleeper count (November 2013), Norwich had 5 verified rough sleepers. In comparison, Cambridge had 9 verified rough sleepers.</p>
Provided St Martins Housing Trust with a former sheltered housing scheme for older people who have experienced homelessness.	Older people who have experienced homelessness are able to live in a specialist supportive environment.
Undertook a review of our properties that we lease to homelessness agencies.	We have ensured that our resources meet our strategic needs and priorities.
Expanded our Learning Education, Accommodation Project (LEAP) to increase education, accommodation and employment opportunities to people in hostels.	<p>We have developed a Community Interest Company to give clients' work-based opportunities.</p> <p>We have placed over 600 clients into work focused opportunities</p> <p>We have trained 35 peer mentors to deliver mentoring to new LEAP clients.</p>

	<p>We have introduced GOALS training (which is motivational training for LEAP clients.)</p> <p>We have helped over 150 clients move from hostels into independent living.</p>
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4. The priorities and actions for the new strategy are based on the findings of the following:
- Homelessness review;
  - Trends and issues;
  - National and local policy; current and proposed; and
  - Analysis of the outcomes of the previous Homelessness Strategy Action Plan.
5. Based on the above information the following four proposed priorities for the new strategy have been identified:

Nos.	Priority
1	Targeting our resources at those people who are most at risk of homelessness.
2	Help people find affordable, safe, good quality housing.
3	Working better together with representatives from the following sectors and professions so that we can work in a co-ordinated way to prevent homelessness: health, education, criminal justice, mental health, substance misuse, children services, social care, job centre, private sector landlords and third sector providers
4	Helping people regain their independence again so it reduces the risk of someone becoming homeless in the future.

## 6. Identified actions for the new homelessness strategy

Each of the three councils has identified a series of actions which are listed in the consultation document. The reason for having three discrete action plans, rather than one plan covering all three districts, is to ensure that each council adequately addresses its own identified needs. There are, however, a number of actions that will be common to each authority.

To ensure the strategy's relevance throughout the five year period the priorities and actions will be reviewed by each greater Norwich council on an annual basis.

## 7. Consultation

The period of consultation will be from the week commencing 17 November 2014 for a period of twelve weeks as directed by the 'National Compact' (which all district

councils are signatories to). Officers from the three councils will be presenting the strategy at the following events:

- Greater Norwich youth homelessness forum
- Greater Norwich homelessness forum
- Greater Norwich hostel provider forum
- Clinical commissioning group boards of greater Norwich
- Client user group forums at St Martins Housing Trust, Under One Roof, Norwich.

As well as the above forums the following activities will take place:

- The consultation document will appear on the three websites of the greater Norwich councils.
- A questionnaire will be sent out to key stakeholders in the voluntary and statutory sector.
- A joint press release will be published in the local press to encourage responses to the consultation document.

The responses from the consultation will be published alongside the final strategy which will be published in June 2015.

## 8. Recommendation

To approve the consultation document: greater Norwich Homelessness Strategy 2015-20.

## 9. Next steps:

Action	When
Consult with stakeholders on the greater Norwich homelessness strategy 2015-20.	Week commencing 17 <sup>th</sup> November for a period of twelve weeks until 9 <sup>th</sup> February 2015.
Revisions carried out to strategy.	December 2014 until 9 <sup>th</sup> March 2015.
Produce 'response to consultation' document for appendix to strategy.	See above.
Adoption of final greater Norwich homelessness strategy 2015-20 by three greater Norwich council's cabinets.	End of May 2015.
Publication of strategy on three greater Norwich websites.	June 2015

## Integrated impact assessment



**NORWICH**  
City Council

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12/11/14
<b>Head of service:</b>	Andy Watt
<b>Report subject:</b>	Consultation document: greater Norwich Homelessness Strategy 2015-20
<b>Date assessed:</b>	10/10/2014
<b>Description:</b>	

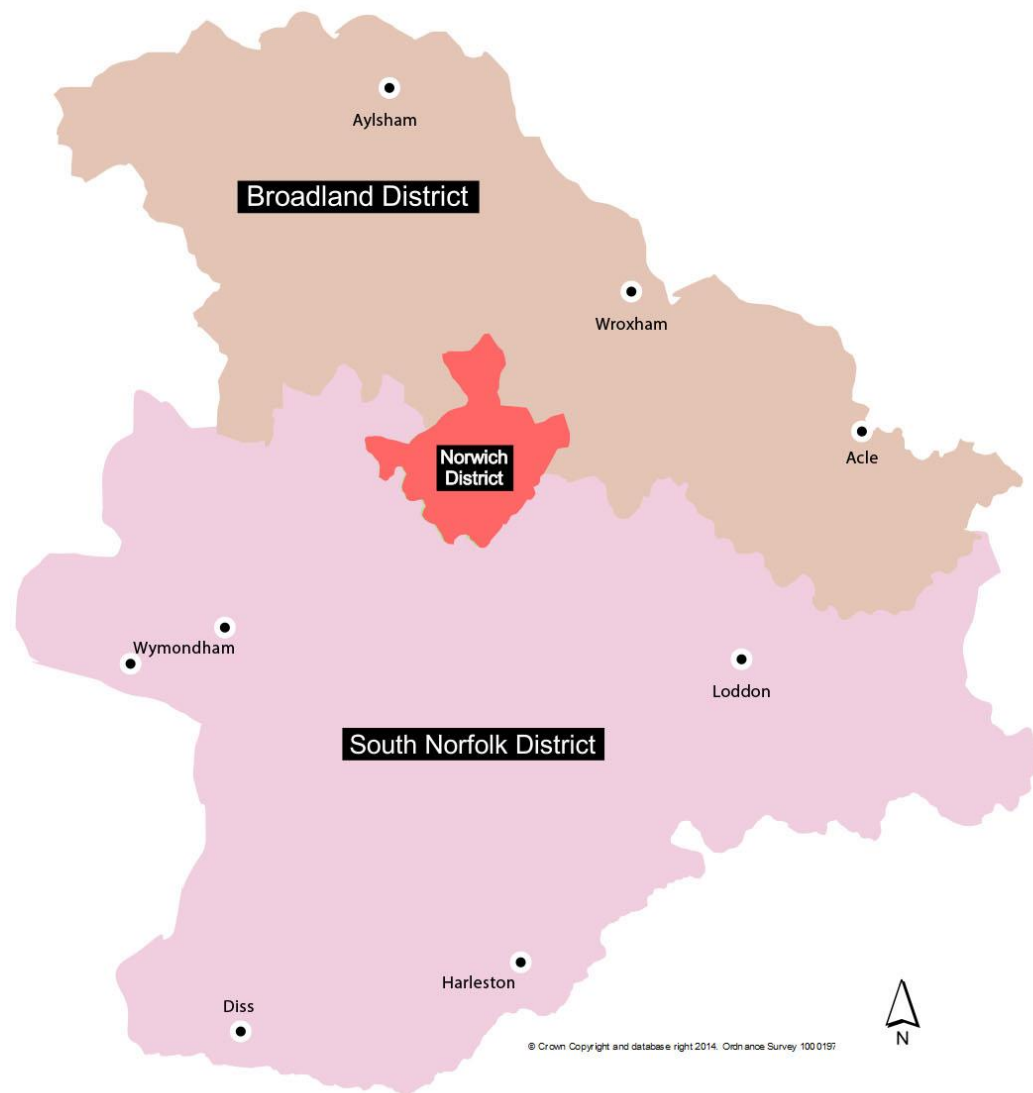
	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	







Section	Contents	Page
1.	<a href="#"><u>Introduction</u></a>	
	<a href="#"><u>Greater Norwich Homelessness Strategy 2015-20: Communication and Consultation Plan</u></a>	
2.	<a href="#"><u>Context and purpose</u></a> <a href="#"><u>What do we mean by homelessness?</u></a>	
2.1	<a href="#"><u>Strategic framework for the strategy</u></a>	
2.2	<a href="#"><u>Our role in health and wellbeing</u></a>	
2.3	<a href="#"><u>Key national policy changes since the last strategy</u></a>	
2.4	<a href="#"><u>What did the homelessness review tell us?</u></a>	
2.5	<a href="#"><u>Non-statutory homelessness prevention 2008-13</u></a>	
2.6	<a href="#"><u>Key homelessness challenges</u></a>	
3.	<a href="#"><u>Development of the strategy</u></a>	
4.	<a href="#"><u>Key achievements from the last strategy</u></a>	
5.	<a href="#"><u>Where do we want to be?</u></a>	
6.	<a href="#"><u>How will we get there?</u></a>	
7.	<a href="#"><u>How will we know?</u></a>	
8.	<a href="#"><u>Glossary of terms</u></a>	

## 1. Introduction

*This will be completed after the consultation period.*

DRAFT

## **Greater Norwich Homelessness Strategy 2015-2020: Communication and Consultation Plan**

### **Purpose of this document**

This plan will outline how the Greater Norwich Homelessness Strategy project team will ensure that the newly developed document, due for publication in May 2015, will be communicated with partners and the public during its formulation, consultation and its completion.

### **Context**

The Homelessness Act 2002 requires Local Authorities to produce a homelessness strategy that applies to everyone at risk of homelessness, not just people who may fall within a priority need group for the purposes of Part 7 of the Housing Act 1996.

Our current homelessness strategy is nearing the end of its lifespan and we need a strategy that is relevant to the needs of the three councils in the Greater Norwich area: Broadland, Norwich and South Norfolk.

Work started on the formation of a strategy in January 2014 through the project team, which will be responsible for the formation and delivery of the strategy. Its membership comprises the following organisations:

Broadland District Council  
Norwich City Council  
South Norfolk Council  
Local Clinical Commissioning Groups  
City Reach NHS

### **Data sources in the formulation of the strategy**

The project group considered the following during the preparation of the draft homelessness strategy:

- homelessness review , trends and issues, both quantitative and qualitative;
- national and local policy, current and proposed;
- analysis of the outcomes of the previous Homelessness Strategy Action Plan 2011-14
- In South Norfolk partner organisations and internal team members were invited to share their thoughts on recent achievements, challenges for the future and suggestions for future actions during a number of drop in sessions in early September

### **Approval of draft strategy before going out to consultation**

Before the draft strategy document is released for consultation, it will require approval from each local authority. Below are details of the groups that the strategy will be presented at before it is released for wider consultation.

#### *Broadland*

Strategic Housing Advisory Panel (SHAP) – 9<sup>th</sup> October 2014. Deadline for papers is 8<sup>th</sup> October.

#### *Norwich*

Cabinet Meeting on 12<sup>th</sup> November. Deadline for papers 13<sup>th</sup> October.

#### *South Norfolk*

Senior Leadership Team Meeting-13<sup>th</sup> October. Deadline for papers is 10<sup>th</sup> October

Following approval, the draft will go to Formal Housing and Public Health Policy Committee-10<sup>th</sup> November. Deadline for papers is 30<sup>th</sup> October

**Table A: Timetable for formulation and publication of the Homelessness Strategy**

<b>Action</b>	<b>Timing</b>
Project group work period	January 2014 to May 2015
Draft strategy and action Plan	January 2014 to October 2014
Prepare a consultation plan	October 2014
Approval of draft strategy and action plan	November 2014
Consultation period for strategy and action plan	November 2014 to January 2015
Carry out consultation events with stakeholder groups	November 2014 to January 2015
Revisions carried out to strategy and action plan	December 2014 to February 2015
Produce response to Consultation document for appendix to strategy	December 2014 to February 2015
Publicise response to consultation document	June 2015
Adoption by three LA councils	June 2015
Publication of strategy and action plan	June 2015

### **The Consultation Period**

Upon completion of a draft strategy it will be distributed for consultation with our partners and the public, across the Greater Norwich area.

### **12 Week Consultation Period: The Compact**

There is no longer a specific Norfolk Compact: rather it is expected that all dealings between the sectors will comply with the 'baseline' expectations set out in the national Compact document

The Compact is a Government-led initiative and stands for better partnership working and creating better outcomes for individuals and local communities. The guidance states that consultations should still last for 12 weeks to ensure meaningful engagement with the process.

### **Consultation Activity**

During the consultation period a series of events will be scheduled to engage with relevant groups and stakeholders in order to ensure that all are given reasonable opportunity to contribute to the process. The proposed target audiences for this activity are noted in Appendix A.

There will be a significant emphasis placed on engaging with wider audiences online, we will be placing the draft strategy document on each local authorities websites with a short explanation and link to a questionnaire through the use of a web based questionnaire portal (Survey monkey).

Each local authority will also hold workshops in their respective areas in order to capture the views of local stakeholders face to face over the 12 week period.

Details of these activities are listed in more detail in the Table B.

### **Responding to feedback**

A key part of this exercise will be to publish responses to all of the questions raised by respondents when the strategy is published in spring 2015.

## 2. Context and purpose

### What do we mean by homelessness?

Definition of homelessness for the purpose of this strategy:

Those households defined as statutory homelessness as defined by the 1996 Housing Act and Homelessness Act 2002. These are more likely to be families with dependent children, pregnant women and adults who are assessed as vulnerable. (This definition of homelessness is relatively narrow and does not constitute the majority of homelessness cases).

Those households who do not fall into the above categories (sometimes called 'non-statutory' homeless) and are more likely to be single or couples (with no dependents) who are either sleeping rough, living in supported accommodation or are deemed as "hidden homeless" and are typically sleeping on friends or family member's sofas as a temporary stop gap measure.

### Coverage

This strategy covers the three district authority areas of greater Norwich including: Broadland, Norwich and South Norfolk. This is the third sub-regional homelessness strategy.

### Statutory requirement

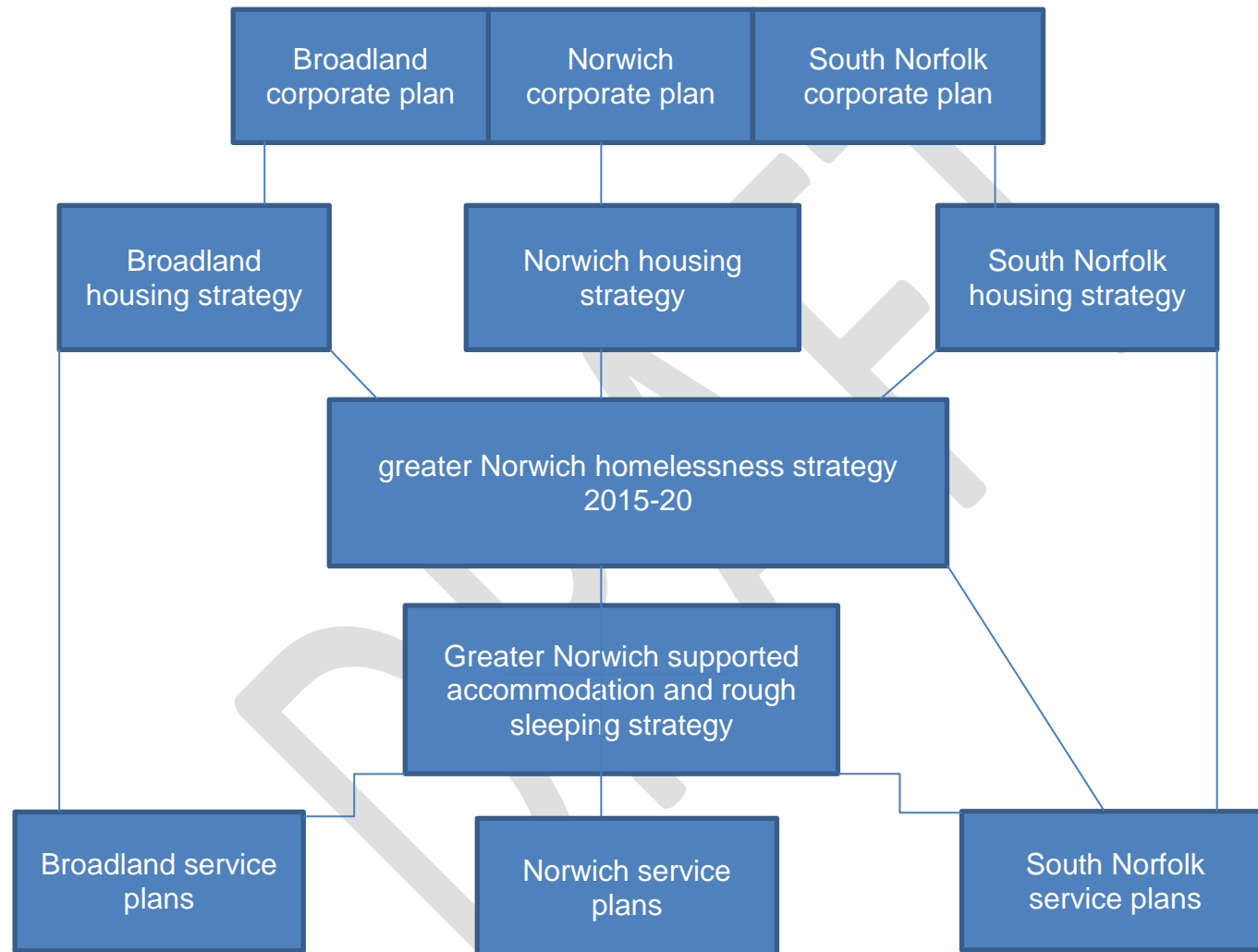
The Homelessness Act 2002 imposes a duty on local housing authorities to carry out a homelessness review in their area and formulate and publish a homelessness strategy based on its results every five years.

"A homelessness strategy is defined in HA 2002 s3(1) as one formulated in order to:

- a) prevent homelessness in an authority's area;
- b) secure accommodation is and will be available in that area for people who are or may become homeless; and
- c) provide support for such people or those who have been homeless and need support to prevent it recurring."



## 2.1 Strategic framework for the strategy



### **Links to other relevant strategic documents**

- Norfolk joint health and wellbeing strategy
- Norfolk Joint Strategic Needs Assessment (JSNA)
- Operational plans of the three Clinical Commissioning Groups (North Norfolk, Norwich and South Norfolk CCGs), that cover the greater Norwich area
- South Norfolk Health and Wellbeing Strategy

## **2.2 Our role in health and wellbeing**

All local authorities (unitary and district) have a general statutory duty to protect and improve health and wellbeing and to tackle inequalities and the 'social determinants' of health – that is, those aspects of people's social and economic condition that impacts on their health. Extending far beyond social care from education to housing, economic development to leisure services, planning to trading standards, they all have a significant impact on people's health.<sup>1</sup>

In particular District authorities have a significant function and role in helping improve people's health and wellbeing through the homeless prevention work we do. Examples of these activities include:

- The function of our housing options teams in helping vulnerable people find (or keep) safe and secure good quality housing.
- Direct provision of permanent and temporary housing including, employment and training services such as LEAP.
- Direct and joint commissioning of services to help reach out to vulnerable people who are either young, rough sleeping or fleeing domestic abuse.
- Helping troubled families through our family intervention projects.
- Helping people stay in their own homes through grants and adaptations to help them live more independently.

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<sup>1</sup> Page 3, "A Councillor's guide to the health system" (Local Government Association, May,2014)

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- Improving the quality of private sector housing for people.
- Developing protocols with statutory and voluntary providers such as the  
Homeless person's hospital discharge protocol  
Hostel eviction protocol ("Off the street")  
Youth homelessness protocol
- The continued refreshment of the JSNA so that it remains relevant and highlights the impact our work in improving people's health and wellbeing.

Some of the above activities are just some of the work that we do that has a direct or indirect impact on a person's health and wellbeing and can show savings to the overall health budget, a recent study showed that "the annual cost of unscheduled care for homeless patients is 8 times that of the housed population <sup>2</sup>." Despite this expenditure the average age of death of a homeless patient is 47 <sup>3</sup>. The homeless population are five times more likely to present at A&E than the housed population, are admitted 3.2 times more frequently than the housed population and stay 3 times as long.

### 2.3 Key national policy changes since the last strategy

A number of key national policy changes have been introduced since the last strategy in 2011. The following section attempts to draw some of the main policy changes that have had a direct or indirect effect on homelessness in greater Norwich.

#### **Coalition government housing strategy**

In November 2011, the Coalition government released their Housing strategy, *Laying the foundations: a housing strategy for England*. The document acknowledged the challenges posed by homelessness, in particular rising statutory homelessness and rough sleeping.

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<sup>2</sup> Cabinet Office Social Exclusion Taskforce, DOH, Inclusion Health- Evidence Pack 2010

<sup>3</sup> Crisis 2011. Homelessness: A Silent Killer. London December 2011.

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The Coalition government then formed a Ministerial Working Group and published “*Making every contact count: A joint approach to preventing homelessness.*” The aim of the paper was to make sure every contact local agencies make with vulnerable people and families makes a positive impact on their lives by:

- Tackling troubled childhoods and adolescence
- Improve health
- Reduce involvement in crime
- Improve skills; employment; and financial advice
- Pioneer social funding for homelessness

The paper also set ten local challenges that “should lead to all local homelessness teams delivering a gold standard service. The ten local challenges are:

1. Adopt a corporate commitment to prevent homelessness which has buy in across all local authority services
2. Actively work in partnership with voluntary sector and other local partners to address support, education, employment and training needs
3. Offer a Housing Options prevention service, including written advice, to all clients
4. Adopt a *No Second Night Out* model or an effective local alternative
5. Have housing pathways agreed or in development with each key partner and client group that includes appropriate accommodation and support
6. Develop a suitable private rented sector offer for all client groups, including advice and support to both clients and landlords
7. Actively engage in preventing mortgage reposessions including through the Mortgage Rescue Scheme
8. Have a homelessness strategy which sets out a proactive approach to preventing homelessness and is reviewed annually so that it is responsive to emerging needs
9. Not place any young person aged 16 or 17 in Bed and Breakfast accommodation
10. Not place any families in Bed and Breakfast accommodation unless in an emergency and then for no longer than 6 weeks

### Localism Act 2011

The purpose of the act was to shift power from the state to local communities by:

- Lifting the burden of bureaucracy

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- Empowering communities to do things their way
- Increase local control of public finances
- Diversifying the supply of public services
- Opening up government to public scrutiny
- Strengthening accountability to local people.<sup>4</sup>

### Welfare reform

Against a background of financial constraints the coalition government introduced a number of changes through the Welfare Reform Act 2012. Some of these changes were the biggest seen the introduction of the Welfare state in the 1940s, these include:

- Measures to simplify the system
- More stringent rules and eligibility criteria
- Stricter sanctions
- Making work pay
- More frequent benefit entitlement assessments
- Benefit rate freezes
- Caps to some benefits
- Loss of benefit uprating linked to actual costs
- Increase in a range of deductions made to benefits
- New payment methods
- Localisation of the social fund

### Reduction in the value of working-age benefits

A significant number of the changes brought about by the Welfare Reform Act 2012 were made to reduce the value of working-age benefits for people who are on low incomes. These measures include:

- Restricting the annual uprating of working age benefits to 1%

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<sup>4</sup> P-2, 'Decentralisation and the Localism Bill: an essential guide' (DCLG,2010).

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- Lowering the rates for Local Housing allowance (LHA)
- The Benefits Cap (60-70 families were affected by this in Norwich as of September 2013 by an average of £59.52 per week)
- Means testing Child Benefit
- Limiting contribution-based Employment Support Allowance
- The Social Sector Size Criteria (SSSC)
- Replacing Council Tax Benefit (CTB) with Council Tax Support (CTS)
- Restrictions on Working Tax Credits
- Raising the deduction rate for non-dependents

Some of the above reductions have placed people in greater Norwich at further risk of homelessness. Research published by the DWP<sup>5</sup> in 2014 showed that people affected by these reductions were spending less on essential household items, or moving to cheaper accommodation in alternative areas. This research is supported by the increase in the number of people accessing Norwich Foodbank. In October 2013, Norwich Foodbank reported a 67.29% increase (from 1,489 to 2,491) in the number of food vouchers issued during the same period the previous year.

### Legal aid changes

In April 2013, the Legal Aid, Sentencing and Punishment Act 2012 was introduced on 1<sup>st</sup> April 2013. The main aim of the act was to reduce the legal aid bill by £350m a year in England and Wales. The Act removed funding for a number of areas of civil law including some debt, housing and benefit issues. Legal aid is still only available for debt and housing matters where someone's home is an immediate risk; according to Norfolk Community Law Service "The East of England has lost approximately £3.3m worth of legal aid funding per year for social welfare advice." Shelter (Norwich), have reported that before the cuts they were able to offer more holistic, preventative advice to clients, especially around ongoing housing and general benefit issues. Now clients can only be supported where their home is at immediate risk. There are also issues around people who fall outside the qualifying criteria for legal aid and may either be earning too much but are unable to fund the costs of professional representation in court. Nationally, it has been reported that there has been increasing evidence of individuals representing themselves leading to delays in court business overall.

### Health and social care reform

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<sup>5</sup> The Benefit Cap: Public Perceptions and Pre-implementation Effects (DWP, 2014)

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The Health and Social Care Act 2012 introduced some of the biggest changes to the NHS since its introduction in 1948. The main focuses of the changes were around:

- Structure
- Accountabilities
- Funding arrangements
- Working arrangements

This led to:

- The Secretary of State no longer having a duty to provide health services through the NHS
- Strategic Health Authorities being abolished and replaced by a National Commissioning Board and a new body called Public Health England

Primary Care Trusts were abolished and replaced by:

- Clinical Commissioning Groups (CCGs) that are now responsible for commissioning most health services
- Local Authorities (Councils) taking a larger role in public health promotion requiring each local authority to undertake a Joint Strategic Needs Assessment (JSNA) before April 2013 and creating Health and Wellbeing Boards.

At a local level this led to the creation of:

- A Norfolk Health & Wellbeing Board (including the leaders of all of the district Councils of Norfolk & Waveney)
- Transfer of public health and health improvement functions from the Primary Care Trust
- Expansion of the (Upper tier authority) scope of the current health and social care scrutiny function; and
- The establishment of a local Healthwatch
- Five CCGs in Norfolk inc: Norwich, West Norfolk, North Norfolk, South Norfolk and Health East (covering Gt Yarmouth and Waveney).
- Within the greater Norwich area there are three CCGs namely: North Norfolk, Norwich and South Norfolk.

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This major change saw 80% (£1.3bn) of the NHS Norfolk budget transfer to the five CCGs who will spend the majority of NHS funding for their local residents. The expectation of the Norfolk Health & Wellbeing Board is to require the CCGs to co-operate with the Board, and write commissioning plans which take account of the evidence of the JSNA and the priorities of the Norfolk Health & Wellbeing Strategy.<sup>6</sup>

### Health and Wellbeing

The three greater Norwich councils recognise the significance of the links between health and homelessness particularly amongst single homeless people and the effect it has on families. We also recognise that we need to work together to achieve better outcomes for people who are affected by homelessness and ill-health. We know that if someone becomes homeless they are likely to “suffer significant health inequalities in comparison with people in more secure accommodation, in terms of both their health status and their ability to access health services...many health and social care professional in the NHS, local authority services, the third sector, prisons and elsewhere have homeless people on their caseload.”<sup>7</sup> We also recognise the direct relationship between an individual’s physical and mental wellbeing can have on their own housing situation if their health needs are not met. We know from research published by Crisis<sup>8</sup> in July 2013 (for single homeless people):

- The average age of death for homeless people is 47
- Up to 70% of homeless people have mental health issues
- Around a third will have a history of problematic substance misuse
- Homeless people are 40 times less likely to be registered with a GP compared to the general public
- Homeless people are 13 times more likely to be a victim of violence.

### Domestic Abuse

There have been considerable legislative changes between 2010 and 2014 which address the issue of domestic abuse and its negative impacts. This increases awareness of the issue.

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<sup>6</sup> Cabinet, 23<sup>rd</sup> January 2012, Item 12, NHS Reforms and Norfolk County Council Next steps towards establishing a Health and Wellbeing Board, and implications of legislation for scrutiny and Local HealthWatch.

<sup>7</sup> Improving health care for homeless people, Section B The Homeless Health learning pathway, (The Queen’s Nursing Institute)

<sup>8</sup> Homelessness briefing, (CRISIS, July 2013)



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It is a continual challenge to understand the true level of those affected by domestic abuse, and the impact that this has on homelessness.

The introduction of Multi-Agency Risk Assessment Conferencing and the DASH assessment form means that our approach to dealing with customers is more consistent and offers an opportunity for us to do effective action planning with the individual. This also helps the customer to measure their own risk levels, and minimise them.

### **The introduction of the Social Sector Size Criteria (SSSC)**

The introduction of the SSSC (or opponents call it Bedroom Tax) was brought about primarily to reduce expenditure on Housing Benefit and to reduce under-occupation in the social sector. The scheme reduces Housing Benefit for social tenants (of working age) with more bedrooms than they are required to have. Those people affected have had their Housing Benefit reduced by 14 per cent for one spare bedroom and 25 per cent for two or more spare bedrooms. As of May 2014, 3,667 households were affected by SSSC in greater Norwich; the majority of those households have seen their benefit reduced by £10-15 per week.<sup>9</sup> One of the main issues for people affected by this is that there are not enough 'smaller' homes available for them to downsize into leading to households being faced with cutting back on essential household items so they can make up the shortfall in their rental payments.

### **Incentivising Right to Buy**

In October 2011, the Coalition government announced that they wanted to "raise Right to Buy discounts which will make the scheme attractive again and rejuvenate the housing stock." Since this announcement in April 2012 the government increased the maximum cap on the discount to £70k. This maximum cap will be raised on an annual basis by CPI from April 2015. It is likely that these rises in discounts will mean that more Council houses are sold in Norwich. Over the five year period between 2008/09 and 2012/13 a further 230 homes were sold through Right to Buy.

### **Ending of mortgage rescue**

The Mortgage Rescue Scheme was designed to support vulnerable owner-occupiers at risk of repossession to remain in their home. Since its inception in 2009 there have been 76<sup>10</sup> successful mortgage rescues in greater Norwich (Broadland 45, Norwich 17

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<sup>9</sup> May 2014, DWP Stat Xplorer (DWP).

<sup>10</sup> We know that some of these cases have since been affected by the Social Sector Size Criteria (Bedroom Tax)

and South Norfolk 14). There were a number of unsuccessful applications due to non-engagement from the owner, costly repairs and properties value being above the scheme's cap. As of April 2014, the government brought the scheme to an end.

### **Interest only mortgages**

There is some concern that homeowners who took out interest only mortgages in the late 80s and 90s will struggle to find the necessary funds to repay the capital element of their mortgage when their mortgage term comes to an end. The Financial Conduct Authority estimates around 260,000 homeowners (10% of cases) whose mortgage matures before 2020 do not have a strategy in place to repay their mortgage at the end of their term.

Locally we have seen a bigger commitment to MARAC and taking on the advice of CAAADA to ensure that it is the most effective service we can have. We are looking much more closely at risks, which helps to build a robust action plan for the customer. There is a much broader attendance group, and as a result-the outcomes are much stronger and more sustainable. This ensures that homelessness is prevented and repeated victimisation is being reduced.

## **2.4 What did the homelessness review tell us?**

### **Young people**

Increase in young people becoming homeless and being seen in services that do not traditionally house young people. These young people are more likely not to have experienced the care system and have faced parental eviction. A recent study by the Institute for Fiscal Studies<sup>11</sup> suggested that young people were the hardest hit by the recent recession in terms of job prospects when compared to other older age groups.

During the period 2008 to 2013, young people aged 16-24 are the most disproportionately affected age group when it comes to all statutory homelessness acceptances in the sub-region:

Broadland: 35%

Norwich: 38%

South Norfolk: 33%

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<sup>11</sup> Living standards, Poverty and Inequality in the UK: 2014 (Institute for Fiscal Studies)

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YMCA Norfolk reported in November 2013 that 12 clients received benefit sanctions ranging from 4 to 13 weeks in severity. The majority of their clients were given sanctions for missing appointments or as in one case failure to attend an appointment because they were ill and not providing sick certificates. The majority of clients were forced to apply for hardship loans from the DWP and in some cases they received 40% of their normal benefit payments.

In early 2014, Norfolk County Council's Children Services launched an Improvement Plan and is looking to introduce a number of improvements to the services it provides. The improvement plan highlighted that Norfolk has one of the highest rates of "looked after children"<sup>12</sup> in the country. As of February 2014 the number of looked after children stood at 1,137. Nationally, there is strong evidence of links between homelessness and young people, who have experienced the care system. Over the next three years the County Council are looking to reduce the number of "looked after children" by 300. It is imperative that the three Councils in greater Norwich work closely with Children Services to help the transition from care to independent living.

We also understand that there are a number of young people who are on the 'edge of care' who either may be hidden homeless (sofa) or living in supported accommodation within greater Norwich who do not meet the criteria for Children Services. We need to identify and work together with Children Services to help make sure that their needs are met.

### **Single homelessness and rough sleeping**

Increase of numbers of rough sleepers seen on the streets of Norwich; this reflects what is being seen nationally.

Over the past two years (12/13 and 13/14) the most common housing status of a person seeking housing advice at Norwich City Council is No Fixed Abode (NFA). This category is likely to include people who are sofa surfing, sleeping rough or living at friends/relatives.

Increase in numbers of people being seen by homelessness services who are affected by sanctions to their benefit entitlement.

Increase in the number of people being excluded from services because their needs are too high and complex.

### **Access to social housing**

In July 2014, a report conducted by the DWP, *Evaluation of Removal of the Spare Room Subsidy: interim report*, found that the SSSC (Social Sector Size Criteria or Bedroom tax) has had a significant impact on social housing waiting lists. The main impact

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<sup>12</sup> A Looked after Child is a child who is accommodated under s20 of the Children Act, subject to a care order under s31 of the Act or who is remanded to the care of the local authority.

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has been an increase in the number of households who are now only eligible for one bedroom homes, who under the previous system would have been able to under occupy larger homes. This has meant that single people in housing need are finding it increasingly difficult to find one bedroom homes. A recent supported housing audit carried out in May 2014 in greater Norwich found that of those 140 people who were ready to move on, 46 were waiting for social housing.<sup>13</sup>

### **Private rented sector, local housing allowance and housing benefit**

The number of possession claims made by landlords has not kept pace with the extensive growth in the private rented sector market in greater Norwich, however one in five of all homelessness contacts at City Hall are from people who are living in the private rented sector.

When the Census was carried out in 2011 there were 5,532 family households (including lone parents) living in the private rented sector with dependent children in greater Norwich, compared to 2,532 in the 2001 Census. Whilst there has been considerable growth in the private rented sector overall, this growth shows families that are unable to buy homes or gain access to the affordable housing sector. Using DWP data we know that as of May 2011, 43% (2,341) of the above households were obtaining help with their housing costs through local housing allowance. There is the potential that if landlords choose to stop letting to families in receipt of benefits that there is increased statutory homelessness in the future and extra pressure may be placed on social housing waiting lists.

From 2011, the Coalition government introduced as a number of reforms that reduced Local Housing Allowance (LHA) from the 50<sup>th</sup> percentile in a Broad Market Rental Area to the 30<sup>th</sup> percentile of BMRA rents in a local area. There is evidence in Norwich that there has been a 6% reduction (from May 12 to May 14) in the numbers of households in receipt of LHA.<sup>14</sup> Numbers of people in receipt of LHA in Broadland and South Norfolk have remained stable. Representatives of private landlords (the Residential Landlords Association (RLA)) gave evidence to a DWP study<sup>15</sup> that landlords in the PRS were becoming increasingly reluctant to let to HB recipients. The RLA reported that since there had been a reduction in LHA they had seen an increase in arrears.

In comparison, over the past five years (May 09 and May 14) the number of housing benefit claimants as a whole (including the social rented sector) in greater Norwich has increased by nearly 9%.

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<sup>13</sup> MOPP(Move on plans protocol)Hostel audit, Norwich City Council, May 2014

<sup>14</sup> DWP, Stat Xplorer.

<sup>15</sup> Monitoring the impact of changes to the Local Housing Allowance system of Housing Benefit (DWP,2013)

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Over the same time period there has been a considerable increase (41%, from 1,291 to 2,199) in the number of people who are working and claiming LHA in greater Norwich. This suggests that rents may be increasing and that people need LHA to top up the low wages they receive.

### **Mortgage repossessions**

Since the national peak in mortgage repossessions in 2008 we have seen considerable falls in the level of mortgage possession claims in the UK. The first quarter of 2014 (January to March) represented the lowest figure in over a decade. The main reasons for this are:

- Lower interest rates
- Relatively lower levels of unemployment compared to previous recessionary periods
- Introduction of the Mortgage Pre-action Protocol (MPAP) which led to more proactive approaches to dealing with mortgage arrears between lenders, consumers and courts
- Introduction of the Mortgage Rescue Scheme

However, despite the above factors, (using Ministry of Justice calculations<sup>16</sup>) we can estimate that in 2008-12 (in greater Norwich) there were between 300 to 470 homes repossessed by county court bailiffs. As previously mentioned there are concerns that if there is a return to unsustainable borrowing by mortgage lenders, rising interest rates, capital shortages on interest only mortgages coming to an end, and the removal of the Mortgage rescue scheme, we could see an increase in the numbers of homeowners at risk of losing their home.

### **Statutory homelessness**

In the sub-region there was a peak in the numbers of people accepted (337 out of 667 applications) as being homeless and in priority need in 2011/12

Nationally since 2004 there has been a downward trend in the use of temporary accommodation; December 2011 marked the end to this downward trend. Locally, all three councils saw rises in their use of temporary accommodation (at the end of each quarter) during the next year. Since then both Norwich and South Norfolk have seen their levels drop whilst there has continued to be an upward trend in Broadland's figures up until the end of 2013. The trend in Broadland can be attributed to a number of factors including:

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<sup>16</sup> Page 9, Mortgage and Landlord possession statistics quarterly January to March 2014 (Ministry of Justice, 2014)

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- lack of availability of affordable social and private accommodation;
- prohibitive travel costs because of the rural nature of the district;
- lack of available supported housing schemes in the district;
- high rate of domestic abuse presentations.

With the above factors combined this can mean that someone who cannot remain in their own home, moving them on is very difficult.

### 2.5 Non-statutory homelessness prevention 2008-13

#### Broadland

Over the five year period Broadland has recorded **1,522** cases of where homelessness was either prevented or relieved outside of the statutory homelessness framework.

Of these **1,522** cases, **908** (83.73%) were preventions and **614** (16.27%) were cases of relief. In 2012/13, the English average was 90% and 10% respectively.

Of the **908** prevention cases **517** (56.93%) households were assisted to remain in their own home. In 2012/13, the English average was 52%.

The most common tool used to help people remain in their own home was through advice and mortgage rescue interventions. This tool accounts for 114, (23%) of these 517 cases.

#### Norwich

Over the five year period Norwich has recorded **3,071** cases of where homelessness was either prevented or relieved outside of the statutory homelessness framework.

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Of these **3,071** cases, **2,640** (85.96%) were preventions and **431** (14.03%) were cases of relief. In 2012/13, the English average was 90% and 10% respectively.

Of the **2,640** prevention cases **431** (9.12%) households were assisted to remain in their own home. In 2012/13, the English average was 52%.

The most common tool used to help people remain in their own home was through providing other assistance. This tool accounts for **53**, (21.99%) of these **241** cases. The next most was the use of homeless prevention fund payments. This tool accounts for **48**, (19.91%) of these cases.

### South Norfolk

Over the five year period South Norfolk has recorded **1,722** cases of where homelessness was either prevented or relieved outside of the statutory homelessness framework.

Of these **1,722** cases, **1,553** (90.18%) were preventions and **169** (9.81%) were cases of relief. In 2012/13, the English average was 90% and 10% respectively.

Of the prevention **1,722** cases **428** (24.85%) households were assisted to remain in their own home. In 2012/13, the English average was 52%.

In 2009-13<sup>17</sup> the most common tool used to help people remain in their own home was through debt advice, this accounted for, **220** (72.13%) of these **305** cases. The next most common tool used was crisis intervention, this accounted for **24**, (7.86%) of these cases.

<sup>17</sup> Breakdown of 2008/09 figures for how households were assisted to remain in their home are incorrect.

## 2.6 Key homelessness challenges

In 2003 the then government released a paper *'More than a Roof – a new approach to tackling homelessness.'* It recognised that the causes of homelessness were wide reaching and may not be down to one single reason. Some of the key causes were recognised as:

Lack of affordable housing  
State of the housing market  
Personal issues with the individual or their family

With the lack of affordable housing being built in the last three decades there has been an increasing numbers of people living in the private rented sector than ever before, this has meant that households are not able to enjoy the same level of tenure security that other types of housing such as social and in some cases home ownership. It has also meant that due to this demand, prices in the private rented sector have also risen making it especially difficult for those households that need help with their housing costs.

There is strong evidence that people leaving institutions such as prison, hospitals, psychiatric hospitals, and young people leaving care are still vulnerable to social exclusion that can often lead to homelessness. Throughout homelessness services in greater Norwich there is evidence of people from these backgrounds seeking our help.

### Broadland

Some of the key homelessness challenges in Broadland are:

- funding cuts to partner agencies;
- the ending of the Government's Mortgage Rescue Scheme is likely to make it harder to prevent homelessness;
- the maturation of many interest only mortgages, will have a disproportionate effect in Broadland due to the high rate of owner occupation and the typically older age demographic;
- addressing issues with particularly vulnerable homeless people;
- access to supported housing provision and effective move on options to remedy silting up of this provision.
- older people; asset rich and income poor; fuel poverty; isolation; support and care needs; under occupation and upkeep of properties; and vulnerability to crime;



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- young people including care leavers (addressing chronic undersupply of acceptable and affordable accommodation for low income singles);
- helping young people address influencing factors for becoming and remaining Not in Employment, Education or Training (NEET) accessing education, services and support; rural transport;
- improving relationships with partners including Children's Services; and
- changes to legal provision for domestic abuse cases is of particular concern due to our high number of presentations.

### Norwich

Some of the key homelessness challenges in Norwich are:

- increasing pressure on front line services such as supported accommodation at a time when funding and resources are being reduced;
- the impact of restriction to access welfare benefits and housing, causing real hardship to families and individuals. For example, we have seen an increase in the number of people who have no recourse to public funds who are fleeing domestic abuse;
- lack of provision for particularly chaotic and multiple need clients;
- increasing numbers of rough sleepers on our streets (mirroring national increases);
- increase in youth homelessness caused by family breakdown and economic hardship through unemployment and welfare sanctions;
- increase in the number of landlords willing to let to people who need help with their housing costs through housing benefit;
- further depletion of affordable housing stock through increased discounts through right to buy;
- increasing numbers of families claiming housing benefit with dependent children living in the private rented sector;
- potential increase in youth homelessness if young people are restricted from certain welfare benefits such as LHA or housing benefit
- economic pressure on working age households income who are affected by the SSSC (or opponents call it bedroom tax) who are unable to 'downsize' to smaller properties.

## **South Norfolk**

Some of the key homelessness challenges in South Norfolk are:

- The risk of unemployment is a significant consideration to customers. The impact of losing income gained via employment can quickly result in homelessness
- Increasing use of the private rented sector to meet local housing need
- Understanding of our homeless customers and their journey is limited. We do not have proper understanding of what it means to be homeless in Greater Norwich and the impact on the health and wellbeing of an individual, and on other services
- Children and young people are particularly vulnerable to experiencing homelessness, the most appropriate way to meet these complex and specific needs is our key challenge in assisting this group
- Addressing the use of B&B to accommodate homeless households, and to improve the quality and reduce the cost of the temporary accommodation service
- Ensuring customers in temporary accommodation have their support needs met
- South Norfolk is a large and rural district; transport links, lack of telephone signal and broadband connection can make it difficult for people to contact us
- To ensure an appropriate level of service delivery at an early stage in the district to prevent homelessness occurring in the first place, and relieving as soon as possible where it does occur
- To ensure that customers receive a package of support that is appropriate for them, to regain their independence at the earliest opportunity
- We recognise that in South Norfolk, we have an increasingly ageing population-our challenge is helping them to remain independent in their own home, in a sustainable way
- There is a shortage of homes, of varying size, across all tenures. Particularly in rural areas
- Maintaining a properly regulated private rented sector, where landlords are encouraged and supported to provide good quality homes to local residents
- Homeless people, and those at significant risk of homelessness are less likely to access health care

### 3. Development of the strategy

Inspiration for the framework of this strategy was drawn from Homeless Link's document, "Take a step, help end homeless." The main body evidence from which this strategy was developed is the greater Norwich homelessness review which can be found in appendix? of this strategy. The review was developed during 2013 and 2014.

*Please note this section will be completed once the 12 week consultation period has been completed.*

#### 4. Key achievements from the last strategy

Some of the shared greater Norwich achievements are:

- we refreshed our greater Norwich sub-regional protocol for homeless households with joint training completed;
- introduction of a hostel eviction protocol ('Off the Street').

#### Broadland

Some of the key achievements in Broadland since the last strategy are:

- we realised the highest level of social development in the past 10 years with over 100 units coming on stream in 2014;
- Forward Court, a purpose built supported housing scheme for 7 young people with low to medium support needs, was opened in summer 2014. This is the only provision of its kind in the Broadland area and has taken many years to secure;
- a Hostels Review project was undertaken. This identified existing supported accommodation projects in the County available to Broadland residents. A detailed Hostels Directory was created. This process has led to new and improved relationships with our voluntary sector partners and has significantly improved access to the limited local supported housing placements for our clients;
- representing the County's local housing authorities inputting into the development of the new leaving care service;
- introduction of a Private Sector Liaison post leading to improvement of Private Sector Leased stock and increase in stock size. Better quality, suitable temporary accommodation options for singles and families has resulted;
- the development of the 'Choices' training scheme for young clients. The course includes formal English and Maths qualifications, employability and employment related certificates, life skills including budgeting and cookery and tenancy management skills;
- we have developed a robust and effective homelessness prevention approach to mortgage arrears by building strong and effective relationships with lenders; offering in-house, specialist debt advice and finding innovative and collaborative solutions to individual households circumstances;
- systems review of the housing service completed which sought to remove wasteful activity and improve client experiences. This is an ongoing process. Benefits to date include:
  - Increased customer satisfaction with the service
  - Every client approaching the service receives a comprehensive housing options service
  - Responsive, demand-informed commissioning of services

## Consultation document: Greater Norwich Homelessness Strategy 2015-20

- Co-location of allied professionals within the housing service including welfare and debt advice, and domestic abuse specialist support, alongside the Operational Partnership Team, Norfolk Family Focus
- Careful matching of clients to properties makes best use of limited stock and best meets household needs by taking into account factors such as access to education, employment and support
- Review of the priority and 'no priority' rent deposit schemes resulting in improved collection rates and therefore greater recycling of funds benefiting more clients. We have introduced a grant pot for clients who are able to afford privately rented accommodation but would not be able to afford to repay a loan for the rent in advance and damage deposit costs;
- Ongoing sheltered housing review looking specifically at older clients with a support need and their route through the system.

### Norwich

Some of the key achievements in Norwich since the last strategy are:

- introduced a move-on protocol for young people leaving social services care;
- increasing the accessibility of our specialist housing advice services. This has ensured that we are able to provide more specialist advice, help more people and prevent more homelessness than ever before;
- expanding our LEAP initiative to address education, accommodation and employment for hostel occupants and ensure a through flow of hostel provision. The project has developed to include GOALS training, peer mentoring services and a community interest company;
- increasing the size of our NCC private sector leasing scheme to help more homeless applicants into accommodation;
- Introduction of a hostel eviction protocol ('Off the street');
- focussing our Discretionary Housing Payments (DHP) to ensure resources are focused on those in most need;
- restructured our housing options service to ensure that specialist advice is available for all clients at first point of contact;
- highlighting the high profile issue of street begging and false perception that this is linked to rough sleeping. As a result a successful 'Alternative Giving' campaign was run in December 2013 in partnership with the police and voluntary agencies;
- produced an updated information leaflet and map of services for rough sleepers;
- Co-ordinating a severe weather provision for rough sleepers at times of extreme weather;
- introduced a joint protocol between the council and Children's Services around families threatened with homelessness;

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- working in partnership with St Martins Housing Trust to provide housing for people who need long term supported accommodation because of their frailty and experience of homelessness;
- reviewed our contractual arrangements with agencies who lease Norwich City Council properties, to ensure that the services fit with our overall strategic needs and priorities.

### South Norfolk

Some of the key achievements in South Norfolk since the last strategy are:

- During a time when presentations to the council for assistance have increased, we have kept preventions and homeless applications at a stable level by investing time to work with customers at an early stage to prevent their circumstances worsening.
- We have built on the success of our lodgings schemes and increased the number of landlords engaged in the process, enabling more people to benefit.
- We have introduced a bond scheme, to assist customers who access the private rented sector to meet their housing requirements.
- Since 2012 we have been building on our bespoke Choice Based Lettings system, and have tailored it to meet local need more effectively.
- We have utilised income from the Single Homeless Prevention Fund to be more innovative and creative in the way that we are able to relieve individual circumstances to avert later crisis.
- In South Norfolk we have a very successful Supported Lodgings Scheme, run by the YMCA and delivered by volunteer hosts. This provides support to young people at risk of homelessness in a supportive family environment.
- We ensure that all accessing supported accommodation in the area are given a support plan to meet other needs which help that individual or family get on in life, such as in employment and training, or health and wellbeing.
- Our house build programme is flexible, allowing us to meet local need. In recent times the increased need for 1 bedroom properties has been met through effective negotiation and planning.
- We have introduced a local connection to the area by virtue of employment, and provision or need for care and support. This offers opportunities for growth in the district by encouraging skilled workers into the area to support business. Enabling people to move based on care need enables people to access the support they need without reliance on public services or those which come at a high cost to them and to services.

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- We have restructured our services to ensure that specialist advice is available for all customers when they request it, and at the earliest occasion. We have increased accessibility of specialist housing advice services. This has ensured that we are able to provide appropriate and holistic advice, help more people and prevent more homelessness than ever before.
- We continue to work closely with the Housing Benefit service to provide a more unified service for customers. All parties (including the customer) agree to work together to provide the temporary funding necessary for stability through Discretionary Housing Payments while we provide the debt and housing advice required. This approach ensures that the customer progresses in terms of debt and/or alternative housing for the duration of the DHP award rather than reaching the end of the award and being no further on.
- Continuing to deliver increasing numbers of affordable homes year on year. Whilst identifying changing demand and meeting it, by working with developers to ensure that the homes built are addressing needs in the district.

### 5. Where do we want to be?

Our vision:

“Greater Norwich is a place where agencies work together to support people who might become homeless. Helping people to take control of their own circumstances earlier and stopping them from become homeless will be our main aim. This will provide people with a firm platform where their health and wellbeing, employment or training opportunities are either maintained or improved.”

We aim to do this by focusing on these priorities:

- Targeting our resources at those people who are most at risk of homelessness.
- Helping people find affordable, safe, good quality housing.
- Working better together with representatives from the following sectors and professions so that we can work in a co-ordinated way to prevent homelessness: health, education, criminal justice, mental health, substance misuse, children services, social care, job centre, third sector providers.
- Helping people develop independent living skills, maintain or regain their independence to reduce the risk of someone becoming homeless in the future.

## 6. How will we get there?

### Introduction

The following priorities and actions are drawn from our key homeless challenges above and as a result of the findings of the greater Norwich Homelessness review.

**Priority one:** Target our resources at those people who are most at risk of homelessness

Broadland Actions
a. To seek earlier, more cost effective, interventions through effective partnership working with partners new and old, including health and Children's Services, by educating partners about our role and building relationships and effective communication channels. (Example – leaving care project team to introduce housing workers, co-location hubs, reduce TA use)
b. Continued monitoring and analysis of demand on the system and application of systems thinking principles to respond to changing need and drive continuous service improvement (e.g. Sheltered review and commissioning).
c. To feed into local forums and professional groups to ensure housing is represented and it's impacts fully understood across boundaries and disciplines, and opportunities for joint commissioning explored (e.g. opportunities for health, GP pilot etc.).
d. Continue to robustly monitor current SLAs for outcomes and value for money.

Norwich Actions
a. Improve data collection so we can capture 'real' time measures of homelessness
b. Carry out dip sampling exercise to measure effectiveness of prevention measures.
c. Increase the numbers of people at risk of homelessness stay in their own homes through increased tenancy enforcement/relations with landlords in the private rented sector.
d. Work with our partners in Children services to improve pathways for young people leaving care



South Norfolk Actions	
a.	Working with partners, we will ensure that an appropriate level of support is available to customers at an early stage; to reduce the risk of financial difficulty leading to homelessness, and increase the opportunity for the customer to enter or regain employment at the earliest point
b.	Improve data collection so we can capture 'real' time measures of homelessness in order to react to change efficiently
c.	Work with our partners in Children services to improve pathways for young people leaving care, re-launch the 16 & 17 year old homeless protocol and revise the intentional homeless family protocol
d.	Conduct a review of our temporary accommodation for homeless households, in order to ensure that we offer a range of options to meet customer need. This is coupled with a focus on keeping the numbers accommodated as low as possible through prevention work
e.	Carry out research into the types of communication which would be most appropriate for our customers

**Priority two:** Helping people find affordable, safe, good quality housing.

Broadland Actions	
a.	Monitor the private sector leasing service and explore opportunities to further develop the service.
b.	Continue to build on the success of the Hostel's Review, strengthening relationships with private and voluntary sector landlords.
c.	Consider opportunities for financial capacity training, budgeting and money advice to be delivered to our clients on a wider scale prior to tenancy commencement or at the point of a change in circumstances, such as making a benefit claim.
d.	Introduce a proactive identification and inspection process for HMOs to ensure they meet safety standards, and take appropriate action where they fall short of required standards.
e.	Leaving Care Project – continued support of the development of service in relation to housing.

Norwich Actions	
a.	Explore the need for a lodgings scheme for people with low support needs.
b.	Increase the number of private landlords willing to let to households who are in receipt of housing benefit.

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c. Consider the feasibility of a cashless bond scheme for deposits in the private rented sector.
d. Introduce a 'gold standard' for housing advice services.
d. Seek a partnership arrangement between Children services and Let NCC to source accommodation for intentionally homeless families and break the chain of causation.

### South Norfolk Actions

a. Increase the number of private landlords willing to let to households who need help to meet their housing costs through housing benefit
b. Continue to build on our house build programme, ensuring it remains flexible, and allows us to meet local need
c. Tackling issues such as overcrowding; Houses in Multiple Occupation, Caravan Sites, developing and improving the private rented sector unauthorised Gypsy & Traveller encampments, managing the Gypsy & Traveller Transit Site and High Hedges

**Priority three:** Working better together with representatives from the following sectors and professions so that we can work in a co-ordinated way to prevent homelessness: health, education, criminal justice, mental health, substance misuse, children services, social care, job centre, third sector providers.

### Greater Norwich actions

a. We will work across our boundaries within greater Norwich to promote better access to health services for people who are homeless, or at risk of homelessness.
b. Conduct a gap analysis of the provision of prevention of homelessness through education in the schools/colleges and youth organisations in greater Norwich.
c. Where practical, the three greater Norwich councils will work together on bids for funding that help towards the prevention of homelessness.
d. Work together to help develop a stronger evidence base of the health needs of people who are homeless in greater Norwich to help inform the Norfolk JSNA.

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### Broadland Actions

- a. Continue building on our newly forged links with the council's economic development function to address relevant wider determinants of health and homelessness such as access to education, training and employment.
- b. Work with our statutory and voluntary sector partners to protect vulnerable people including young people and victims of domestic abuse from crime, to be safe and secure in their homes.

### Norwich Actions

- a. Create a simple web based platform where our partners from statutory and voluntary sectors can share information and good practice
- b. Make best use of Norwich City Council stock through increased supported provision through partnership and lease arrangements
- c. Identify the pathway to homelessness of 'chaotic' individuals and seek to map and address this through increased partnership working

### South Norfolk Actions

- a. We will work with our partner agencies, to ensure that support needs of our customers facing homelessness are met. South Norfolk Council customers will be assisted to utilise these services at the earliest opportunity
- b. Continue to increase opportunities for people to make contact with us, which do not rest entirely on one communication type; developing early help hubs, the Enhanced Housing Options-building on the achievement of developing our own bespoke Choice Based Lettings system, drop in service at SNC, use of technology for face to face contact (i.e. Skype)
- c. Review Service Level Agreements relating to single homeless, domestic abuse outreach advice, rough sleepers and legal advice services to ensure that they are fit for purpose
- d. Work in partnership with health care services to support customers who are, or who are at risk of homelessness, to access necessary health care services to reduce the likelihood of homelessness having a detrimental effect on health and wellbeing

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**Priority four:** Helping people develop independent living skills, maintain or regain their independence to reduce the risk of someone becoming homeless in the future.

Broadland Actions
a. We will support the development, review and implementation of multi-agency strategies and protocols which seek to address homelessness in a joined up manner. <sup>18</sup>
b. Where appropriate seek a county-wide or sub-regional approach to funding bids, allocations and scheme support.
c. Strengthen partnerships, communication and improve pathways into accommodation, including seeking co-location where appropriate and working closer with internal departments including Finance and Revenue Services.
d. Dip-sample homeless prevention outcomes periodically to feed into learning regarding sustainability.
e. Support and promote initiatives such as our 'Grow Your Community' scheme which takes a community approach to developing solutions to issues predominantly affecting the older population such as preventing hospital or social care readmissions post-intervention, promoting good mental health and wellbeing and economic success, all of which reduce the risk of homelessness (e.g. fuel poverty, trips and falls, maintaining properties and finances).

Norwich Actions
a. Support LEAP to ensure long term viability of the project and a community interest company to offer opportunities to clients.
b. Seek partnership arrangement between Childrens' services and Let NCC to address housing issues for intentionally homeless families and break the chain of causation.

South Norfolk Actions
a. Identifying gaps in support customers can access in temporary accommodation and addressing this need in house or in

<sup>18</sup> For example the North Norfolk Youth Homelessness Protocol and the Intentionally homeless families protocol.

partnership with other agencies as appropriate. The support should be based on individual need, ensuring appropriate referrals to health and social services
b. Assist the owners, tenants and landlords of homes where there is a disabled occupant to make adaptations or help them to find alternative and more suitable accommodation. By making a full assessment of the customers housing and social care needs we will work with partners to meet SNC statutory duties and improve SNCs contribution to health and wellbeing
c. Improve the health and wellbeing of elderly and vulnerable people by reducing the length of time they are living in unsuitable housing by delivering: <ul style="list-style-type: none"><li>• Integrated Early Interventions such as Care and Repair Services to reduce hospital admissions caused by housing related issues</li><li>• Handy Persons Services to reduce hospital admissions through slips, trips and falls</li><li>• facilitating access to housing with care by working with social services, landlords and support providers</li></ul>

## 7. How will we know?

### Monitoring

We will review this homelessness strategy annually with our partners to make sure that we have a proactive approach to preventing homelessness so that it is responsive to emerging needs.

The actions in this strategy will also be reviewed annually to measure progress, and where required we will revise the challenges and actions to ensure the continued relevance of the document.

## 8. Glossary of terms

DRAFT





<b>Report to</b>	Cabinet	<b>Item</b>
	12 November 2014	
<b>Report of</b>	Executive head of strategy people & neighbourhoods	<b>9</b>
<b>Subject</b>	Contract award - St James's House sheltered housing scheme refurbishment project	

## KEY DECISION

### Purpose

To advise cabinet of the tender process for the contract for St James's House sheltered housing scheme refurbishment project and to consider the award of the contract.

### Recommendation

To award the refurbishment contract to T Gill & Sons (Norwich) Ltd, the supplier who submitted the most economically advantageous tender.

### Corporate and service priorities

The report helps to meet the corporate priority "Decent housing for all" and the service plan priority to continue to deliver the programme of making all council homes decent.

### Financial implications

The financial consequences of this report are the award of a contract with a tendered cost of £2,193,719.13 which is included within the Housing Capital Programme forecasts and budgets for this financial year (2014/15).

**Ward/s:** Thorpe Hamlet

**Cabinet member:** Councillor Bremner - Housing

### Contact officers

Russell O'Keefe, Executive head of strategy people and neighbourhoods	01603 212908
	01603 227902
Chris Rayner, Operations director, NPS Norwich Ltd	01603 212412
Robin Hare, Strategic contract & procurement manager, Norwich City Council	

### Background documents

None

# Report

## Background

1. On 13 June 2012, as the result of the phase two sheltered housing provision review, cabinet resolved to invest approximately £2.6m over a five year period to ensure that sheltered housing provision remained fit for purpose. This has since been increased to £3.4m following review.
2. After consultation with stakeholders the decision was made to refurbish the St James House Sheltered Housing Scheme, St James Close, Norwich NR3 1NU.
3. The scheme was originally built in 1972 and contains 34 one bedroom homes and 1 bungalow. The intention of the project is to refurbish the 34 one bedroom homes and convert the bungalow into two new homes.

## Tender process

4. A priority for the project is to complete the works as soon as possible in order to return the homes to occupation and receive an income stream from rent.
5. In order to achieve this it was decided to take the quickest legally compliant competitive route to market by engaging the Norfolk County Council constructors framework to select a suitable contractor.
6. This process involved conducting a mini competition amongst the seven constructors on the framework using the works specification produced by NPS Consultants Ltd.
7. Four constructors submitted tenders for the opportunity.

## Tender evaluation

8. The aim of the tender evaluation process was to select the constructor who submitted the most economically advantageous tender in terms of price (70%) and quality (30%).
9. The evaluation panel consisted of council tenant representatives, NPS Property Consultants Ltd design team members, NPS Norwich Ltd project team members and the councils sheltered housing project manager.
10. The panel evaluated eight method statements covering subjects such as engaging with the Building Futures in Norwich project, paying staff at least the national minimum living wage, and deployment of a resident liaison officer along with more technical construction related issues.
11. The evaluation identified that the most economically advantageous tender was submitted by T Gill & Sons (Norwich) Ltd who scored the 100 marks (70 for price and 30 for quality).

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	12 November 2014
<b>Head of service:</b>	Executive head of strategy people & neighbourhoods
<b>Report subject:</b>	Contract award - St James's House sheltered housing scheme refurbishment project
<b>Date assessed:</b>	22 October 2014
<b>Description:</b>	To advise Cabinet of the tender process for the contract for St James's House sheltered housing scheme refurbishment project and to consider the award of the contract.

	Impact			
<b>Economic</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Finance (value for money)</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The tender process will ensure that the Council achieves the best value for money at that particular time.
<b>Other departments and services</b> e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ICT services</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Economic development</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The selected supplier is a local organisation with a high proportion of its employees living locally.
<b>Financial inclusion</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The selected supplier has confirmed that they will be paying employees at least the national minimum living wage.
<b>Social</b> (please add an 'x' as appropriate)	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
<b>Safeguarding children and adults</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved homes will support the safety of the tenants by reducing the risk of trips and falls..
<b><u>S17 crime and disorder act 1998</u></b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Human Rights Act 1998</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved homes will support the welfare of the tenants.
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The contracts will ensure the built environment is maintained and improved to a high standard
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. There is a risk of challenge from an unsuccessful supplier. This risk is mitigated by the fact the value of contract is below the thresholds in the Public Contracts Regulations. Also, the tender has followed a regulated contract framework procedure with award criteria being based on the terms and conditions of the framework.</p> <p>2. There is a risk that the appointed supplier could fail during the duration of the contract. This is low risk due to the relatively short nature of the contract and the planned nature of the works.</p>

Recommendations from impact assessment
<b>Positive</b>
Value for money & built environment. Economic development Financial inclusion Safeguarding children and adults Health and well being Natural and built environment
<b>Negative</b>
None
<b>Neutral</b>
Other departments and services e.g. office facilities, customer contact ICT services S17 crime and disorder act 1998 Human Rights Act 1998 Relations between groups (cohesion)

<p>Eliminating discrimination &amp; harassment</p> <p>Advancing equality of opportunity</p> <p>Transportation</p> <p>Waste minimisation &amp; resource use</p> <p>Pollution</p> <p>Sustainable procurement</p> <p>Energy and climate change</p>
<b>Issues</b>
None