



Name of meeting: Growth and Regeneration Scrutiny Panel

Date: 3rd July 2023

Title of report: Housing Delivery Plan Update

Purpose of report: To provide an update on progress and next steps relating to the delivery of sites in the Housing Delivery Plan to secure Housing Growth outcomes.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	N/A
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Key Decision – N/A Public report
The Decision - Is it eligible for call in by Scrutiny?	No
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance? Is it also signed off by the Service Director for Legal Governance and Commissioning?	David Shepherd – Strategic Director, Growth and Regeneration – 21 st June 2023 N/A N/A
Cabinet member <u>portfolio</u>	Cllr Graham Turner – Regeneration Cllr Cathy Scott – Housing and Democracy

Electoral wards affected: All

Ward councillors consulted: Ward councillors were consulted in 2018 prior to the original Cabinet report establishing the programme of activity. This is an update report.

Public or private: Public

Has GDPR been considered? There is no personal data contained in this report.

1. Summary

Housing Growth and Regeneration have an important role to play in allowing Kirklees to build on its strengths and achieve its growth potential. There is a need to provide high quality housing on a scale and of a type that responds to the needs of a growing population and economy. The report approved at Cabinet on 29th August 2018 and subsequent update report to Cabinet on 20th January 2020 set out the approach to delivering the growth element of the Housing Strategy and provided a clear framework to guide activity to support Housing Growth.

We are focussed on delivering the maximum number of affordable and low carbon quality homes. The Housing Growth activity includes the development of 41 Council owned sites through a variety of projects and programmes and the delivery of Town Centre residential development at both Huddersfield and Dewsbury complementing wider Blueprint regeneration activity.

Support is also provided to assist private sector developers in bringing forward their sites. This includes site-specific planning advice, brokering contact with potential development or investment partners and advice in relation to overcoming barriers to development.

The activity covers the following projects and programmes.

- Supporting the delivery of Strategic Allocation sites
- Accelerated Construction Homes England grant funded Programme.
- Town Centre Living Programme
- Specialist and Supported Housing
- Affordable Housing
- Pipeline sites
- Registered Providers programme
- Brokerage service

In addition to the above the team in Homes and Neighbourhoods are delivering a Council New Build programme (currently focussed on regenerating smaller sites close to existing Council housing) and the Housing Buy Back Scheme.

Despite a very challenging period over the past three years, resulting in supply and workforce issues and ongoing inflation pressures, progress has been made across the programme. Appendix 1 provides a summary of this in relation to the various Housing Growth programmes and projects currently underway and in development.

2. Further Information

2.1 Funding position

Significant work has taken place over the last three years to further develop the programme and options for delivering Housing Growth. Covid and other economic pressures have, as with all Capital projects, impacted viability of many schemes, some of which have paused, and many have increased in cost and delivery times have lengthened.

During this period work has continued to strengthen relationships with partners and create new partnerships to support positive outcomes and create capacity for delivery. This includes the successful work with West Yorkshire Combined Authority and Homes

England which enabled us to secure grant funding of over £1M from the Housing Pipeline revenue fund to support the development of sites and bring them forward for delivery.

2.2 Strategic Partnerships

We are also active in the Strategic Place Partnership group, working with regional colleagues to drive forward work to support key strategic sites such as Bradley Park and Dewsbury Riverside; details are set out in Appendix 1. Work on Bradley Park is moving into preparation for delivery of phase 1 and this requires additional feasibility and development activity to support next steps, funding to support this has been identified and is recommended for approval as part of this report.

2.3 Pipeline sites

Utilising the Housing Pipeline revenue fund grant, option and feasibility work has progressed across many of the sites in the pipeline programme and we are now able to explore where appropriate the opportunity for disposal. Each site will be taken on merit and consideration will be given to supporting the Councils capital receipt target and securing housing growth outcomes.

2.4 Overall delivery

The overall delivery position is set out in Appendix 1. Delivery through the programme is currently estimated at 2,124 units to be delivered by 2030 and we are currently on site or in contract for circa 800 homes.

2.5 Affordable / discounted market homes

First Homes became a mandatory Central Government requirement from 28 December 2021. They are a new Affordable Home Ownership (AHO) product to be delivered via Section 106 planning obligations on residential development sites. The Council is also involved in the sale process for other AHO properties, including Discount Market Sale properties and Starter Homes. Given the work involved and the capacity needed to carry this out it is proposed that the Council introduces a fee to cover reasonable costs of the Council for processing the sale of AHO secured via the planning system (First Homes, Starter Homes and Discount Market Sale). This work will be delivered by the Housing Growth team and Appendix 2 sets out the detail of the work and proposals for charging.

3. Implications for the Council

3.1 Working with People

The Housing Growth work covers a wide range of activity and the Council is working with a range of partners to deliver market and affordable housing which meets local needs, alongside specialist accommodation such as Extra Care schemes and supported accommodation for people with learning disabilities. There is therefore significant benefit to Kirklees citizens in providing access to housing across a range of tenures as part of a programme of quality housing developments. In addition, as part of the construction process, the benefits of the local supply chain and opportunities for apprenticeships and training is maximised at every opportunity.

3.2 Working with Partners

To deliver the significant number of new homes needed the Council is working with a wide range of partners in both the private and public sector such as Registered Providers, Homes England, West Yorkshire Combined Authority, private sector developers and investors.

Working with partners brings additional resources, expertise and capacity to deliver projects, as set out in section 2 above.

3.3 Place Based Working

The needs of Kirklees residents and communities varies widely and by using intelligence and information we are focussing our resources in the best way possible to achieve the best outcome for residents. The specialist housing including the Extra Care Housing programme is a good example of this where we are using information on housing needs and age demographics to ensure best use of our sites and meet the needs of local communities.

We are also using Place Standard tool which has supported the work to progress the first phase on Dewsbury Riverside.

3.4 Climate Change and Air Quality

Taking into account the Climate Emergency resolution we are exploring all opportunities to encourage energy efficient building methods, supporting the delivery of low carbon housing. A key example of this is the work Thirteen group are delivering across five sites in Kirklees. The commitment on this project is to maximise improvements to environmental standards and delivery of low carbon homes across all five sites.

Our work on housing in town centres seeks to re-use existing assets for housing in sustainable locations within easy reach of strategic transport links via trains and buses. The proximity to town centre leisure and retail uses removes the need for car ownership.

3.5 Improving outcomes for children

Well designed, energy efficient housing built to nationally described space standards, and with (where applicable to the site) provision of open space on site helps provide children with the best start in life.

3.6 Financial Implications for the people living or working in Kirklees

Capital funding for Bradley Park has been identified to progress next steps of development.

There are no financial impacts on wider residents of Kirklees. Our focus is on well designed energy efficient homes such as those delivered by Keepmoat and Thirteen Group as set out in Appendix 1. This will result in savings on energy costs for tenants and residents living in these homes when compared to other, less energy efficient properties.

3.7 Other (eg Integrated Impact Assessment (IIA)/Legal/Financial or Human Resources) Consultees and their opinions

An Integrated Impact Assessment (IIA) has been carried out alongside the Cabinet Report. The IIA indicates that there will be a neutral impact on communities including

people identified as having a protected characteristic under the Equality Act 2010 and satisfies the public sector equality duty imposed on the council. The IIA also sets out that there will be a neutral impact on the environment.

4. Consultation and Engagement

Engagement with ward members takes place on a site by site basis, as proposals for each site progress. For example, local ward members are informed when survey work takes place on site, and at key points during the development process e.g. when planning applications are made or when there is a start on site.

Portfolio holders are informed of progress on the overall housing growth programme via their regular briefing sessions, and specific, strategic issues and decisions in relation to each site are taken to them for a decision.

5. Next steps and timelines

The current position in relation to the range of Housing Growth programmes and projects is included in Appendix 1. Whilst rigorous project management and risk mitigation measures are in place across all of the Housing Growth projects the activity is subject to a range of external factors and risks which may impact adversely on delivery. We will continue to work closely with our partners in Homes England and WYCA to minimise risk across the programme and secure resources to bolster delivery of Housing Growth.

6. Officer recommendations and reasons

Officers recommend that:

1. Members of the Scrutiny Panel note the content of this report.

7. Contact officer

Adele Buckley
Head of Housing Growth and Regeneration
adele.buckley@kirklees.gov.uk

Thomas Fish
Strategic Partnership Lead – Housing Growth and Regeneration
thomas.fish@kirklees.gov.uk

8. Background Papers and History of Decisions

Cabinet Report – Housing Delivery Plan. Approved 29th August 2018
<https://democracy.kirklees.gov.uk/documents/g5703/Public%20reports%20pack%2029th-Aug-2018%2016.00%20Cabinet.pdf?T=10>

Cabinet Report – Dewsbury Riverside Masterplan. Approved 19th March 2019

<https://democracy.kirklees.gov.uk/documents/g5613/Public%20reports%20pack%2019th-Mar-2019%2016.00%20Cabinet.pdf?T=10>

Cabinet Report – Housing Delivery Plan Update. Approved 20th January 2020

<https://democracy.kirklees.gov.uk/documents/q6297/Public%20reports%20pack%2020th-Jan-2020%2010.00%20Cabinet.pdf?T=10>

Dewsbury Riverside Development Strategy. Approved 25th February 2020

[Agenda for Cabinet on Tuesday 25th February 2020, 4.00 pm | Kirklees Council](#)

Cabinet report – Disposal of land at Kenmore Drive, Cleckheaton

[Agenda for Cabinet on Tuesday 26th May 2020, 5.00 pm | Kirklees Council](#)

Cabinet report - Registered Providers Clusters Programme - Update and Land Disposals

[Agenda for Cabinet on Tuesday 5th July 2022, 3.00 pm | Kirklees Council](#)

Cabinet Report – Residential Development in Huddersfield Town Centre. Approved 26th July 2022

<https://democracy.kirklees.gov.uk/documents/q7181/Public%20reports%20pack%2026th-Jul-2022%2015.30%20Cabinet.pdf?T=10>

Cabinet Report – Housing Delivery Plan Update. 27th June 2023

[Agenda for Cabinet on Tuesday 27th June 2023, 2.00 pm | Kirklees Council](#)

9. Service Director responsible

Joanne Bartholomew
Service Director for Development
joanne.bartholomew@kirklees.gov.uk

[Company name]

Housing Delivery Plan Update – Appendix 1

Cabinet Report – 27 June 2023

Cabinet report: Housing Delivery Plan Update

June 2023

Appendix 1

This report provides an overview of the various strands of activity relating to housing growth which are currently being progressed by the Housing Growth and Regeneration Service.

1 Strategic Allocations

1.1 Bradley Park –

The full allocation at Bradley Park will deliver around 2,000 units, including the homes to be delivered as part of the privately owned Bradley Villa Farm.

The Housing Growth team's current focus is on delivering a first phase on its own land. This, combined with the homes which have permission at Bradley Villa Farm, will deliver around 750 homes in a first Phase of which 20% (around 150) will be affordable.

Working with consultants, the Housing Growth team are currently undertaking detailed work on the highways access arrangements. Other preparatory work for the procurement of a development partner is also being progressed.

As set out in sections 1 and 2.2 of the Cabinet report, capital investment is required to support Bradley moving to the delivery phase. This support will fund the detailed investigative and enabling work that will allow the project to move forward to the point of procurement of a partner and then construction.

1.2 Dewsbury Riverside

The Dewsbury Riverside site is the largest housing allocation in the Kirklees Local Plan, which will deliver up to 4,000 homes alongside community infrastructure and open spaces. The Council owns approximately 30 hectares of the 160 hectare site, including a key access into the site and first phase of development.

Planning permission was granted at Strategic Planning Committee in November 2022 for the first phase of development at Dewsbury Riverside of up to 350 homes and supporting infrastructure on the Council's land. The Housing Growth Team are now working alongside Homes England, West Yorkshire Combined Authority (WYCA) and Network Rail, to explore funding and delivery partner options, along with working to maximise the sustainable transport connectivity that the new Ravensthorpe Railway Station will bring which is being built within and adjacent to the Dewsbury Riverside site as part of the Trans Pennine Route Upgrade.

Work is also on-going with the local community and Ward Cllrs to revise the masterplan for the site and realise the place making and sustainability opportunities,

building on the innovative use of the Place Standard tool as part of the community engagement that was undertaken before the planning application on the Council's land was submitted. An Inclusive Communities Framework is being developed specifically for Dewsbury Riverside working with colleagues in the Communities Team and public engagement officers from Homes England in order to embed public engagement principles for every development stage at Dewsbury Riverside.



To deliver a key first phase of opening up the Dewsbury Riverside site for development, the allotments south of Ravensthorpe Road required relocation. The Housing Growth team have worked with existing allotment holders, Council officers in the Allotment and Capital Delivery teams, and local external partners AHR Architects and Casey to construct replacement allotments close to the original location within the Dewsbury Riverside site. Construction was completed in April 2023 of the 43 new allotment plots to replace the existing 25 plots, with 17 new designated parking spaces, water supply across the site, and replacement sheds and greenhouses for existing tenants.



2 Town Centre Living

2.1 Huddersfield Town Centre Living Plan

In July 2022, Cabinet endorsed the Huddersfield Town Centre Living plan which set out the vision for delivering high quality residential development in Huddersfield town centre, linked to the wider delivery of the Huddersfield Blueprint.

The first step in the delivery of this vision is for the Council to demonstrate the quality of homes which can be delivered in the town centre using its own assets – Estate and Somerset buildings.



At the same time as endorsing the Town Centre Living plan, Cabinet gave approval for the Council to enter into an exclusivity agreement with Thirteen Group Limited for a period of up to eighteen months, whilst they undertake feasibility and viability work on the building to establish if they can deliver a high-quality residential product in these refurbished buildings. This feasibility work is currently in progress.

A further report will be brought to Cabinet when the outcome of Thirteen's work is complete.

2.2 103 New Street

This development supports the regeneration of a landmark building as part of the Blueprint vision for Huddersfield Town Centre. A council loan has supported the redevelopment of the building for 75 student accommodation units.

2.3 Daisy Hill Dewsbury

The Daisy Hill Neighbourhood project is a key element of the Dewsbury Blueprint, and one of the 9 schemes in the Dewsbury Town Investment Plan that have received funding from the Towns Fund.

Following approval of the Towns Fund by central government, work has been progressing to acquire key properties in the Daisy Hill area to create commercially viable opportunities for developers of high quality, sustainable homes in the future that will contribute to the regeneration of the Daisy Hill area and wider Dewsbury town centre alongside the other Town Investment Plan projects.

Housing Growth officers have also been working with colleagues at WYCA and Homes England to assess the potential development options for the Daisy Hill neighbourhood area, including compiling technical and financial viability evidence to inform the nature of development and engagement with the development market. This work will be progressed further throughout 2023.



Daisy Hill neighbourhood

Project Description	The project will provide the initial 500 flats in the new residential development of up to 600 flats in the form of medium and high quality flats and houses and some of the heritage assets of the area. It is a combination of new flats.		
Project outcomes	Stimulate and vibrant place	Opportunity for all	Connected and accessible
Site and Match Funding	<ul style="list-style-type: none"> ✓ Low cost, high quality residential scheme offering opportunity for affordable and high quality accommodation that is currently either unavailable or in short supply. High quality design and construction to meet the needs of the local community. Development supported by a sufficiently large scale to create strategic value and to generate significant employment for high quality construction and other jobs in the area. 		
Timeline and spend profile	Overall Spend profile	Times Fund spend profile	
	<ul style="list-style-type: none"> 2022/23 - £1.0m 2023/24 - £2.0m 2024/25 - £1.0m 2025/26 - £1.0m 2026/27 - £1.0m Total - £6.0m 	<ul style="list-style-type: none"> 2022/23 - £0m 2023/24 - £0m 2024/25 - £0m 2025/26 - £0m 2026/27 - £0m Total - £0m 	
Outlets	<ul style="list-style-type: none"> 100% of the development is a new housing scheme. 100% of the development is a new housing scheme. 100% of the development is a new housing scheme. 		
Outcomes	<ul style="list-style-type: none"> 100% of the development is a new housing scheme. 100% of the development is a new housing scheme. 100% of the development is a new housing scheme. 		



3 Specialist and Supported Housing

To contribute towards delivery of the significant number of new homes needed, the Council has been working successfully with partners both in the private and public sector, including colleagues from across the Council and NHS, Clinical Commissioning Groups (CCG's), Housing Associations, Housing developers, the third sector and our housing forums, to achieve our shared outcomes.



For example, Mayman Lane in Batley where the Council worked with Calderdale, Wakefield and Barnsley in partnership with the National Health Service England which allocated £1.784m capital grant to fund the provision of 6 self-contained bungalows with care and support for people with a profound learning disability. The scheme is being delivered by specialist provider Choice Support a registered charity with expertise in this provision.

At Nabcroft Lane in Crosland Moor the Council supported Unity Housing and Chartford Housing to deliver nineteen homes, including two older persons bungalows (age 55+) and four specialist supported apartments for people who have been experiencing homelessness. The four apartments were completed in March 2022, and the bungalows were completed in the summer 2022. Homes England grant funding was secured by Unity Housing Association to aid the development for the affordable homes on both sites, and Section 106 monies provided by the Council assisted in ensuring the scheme remained viable.

Union Gardens, Liversedge is a brownfield site that previously had planning permission for housing, but progress had stalled. The Council worked in partnership with the registered provider to secure Homes England funding, enabling them to deliver accommodation for vulnerable adults with learning and physical disabilities. The twelve units are a mixture of one and two bed apartments as well as a two-bedroom detached bungalow. This type of accommodation means we can now facilitate a move back to Kirklees for some individuals who had been placed elsewhere.

3.1 Extra Care **Ashbrow**

The Ashbrow scheme will deliver 98 market (for sale) homes, 13 homes for affordable rent and 50 homes within a Council Extra Care scheme.

The project, particularly the Extra care scheme, has been very challenging to get started, in the context of the volatile construction market conditions caused by the pandemic, Britain leaving the EU, and the war in the Ukraine. Despite this, however, the Extra Care scheme started on site late in 2022, and the development is now progressing to programme. It is due to be complete in September 2024. The Extra Care scheme will provide much needed accommodation for the district's older population who have both a housing need and care need. It will deliver specialist accommodation, each with its "own front door", allowing people to live independently for longer, and with the potential to free up large Council housing which is being underoccupied.



A number of market and affordable homes on the site are already complete and are occupied, thereby contributing to meeting overall housing need.

Kenmore Drive

The Council is working in partnership with Housing 21 to deliver the site at Kenmore Drive, Cleckheaton. The scheme will deliver 80 Extra Care affordable homes for rent. Good progress was made on this scheme over the course of 2022, and in December 2022 the Council disposed of the site to Housing 21, at the same time entering into a grant agreement to contribute £500k of s.106 funds to support delivery of the homes (Cabinet approval for this having been secured in May 2020). Housing 21 have also secured a substantial grant from Homes England for the scheme.

Unfortunately, early in 2023, immediately prior to work starting on site, Housing 21's contractor went into administration. Housing 21 are currently looking at alternative routes to construct the scheme. They have stressed to the Council and to Homes England their commitment to delivering the scheme, however it is possible that it will be the end of 2023 before they have a building contract in place. The Housing Growth team will continue to work with Housing 21 throughout 2023 in order to ensure that this important scheme is delivered.

4 Registered Providers Programme

The Council is working with Thirteen Housing Group, one of Homes England's strategic partners, to deliver around 200 affordable homes on five sites located across the district. The focus for these sites is on delivering energy efficient, net carbon zero ready homes. Thirteen bring resources and expertise to the Council's housing delivery programme, particularly in relation to the strategic funding they receive from Homes England for housing delivery.



Illustrative impression

Cabinet approval was secured in July 2022 to dispose of the sites to Thirteen Group. Thirteen are working on the sites as a programme, with the most advanced site being Main Avenue at Cowlersley. A design and build contractor has been identified for this site, and a planning application will be made in 2023. with work expected to

On the other sites in the programme, Thirteen are having pre-application discussions with the Local Planning Authority about their proposals. Applications have also been made for One Public Estate Brownfield Housing Fund grant, to make two of the more difficult, brownfield sites more viable. The outcome of these grant applications is expected in summer 2023.

5 Accelerated Construction Programme

The Council has successfully secured an allocation of grant investment from Homes England's Accelerated Construction Programme to develop homes on the Soothill site. There is a requirement for the homes to be built using Modern Methods of Construction at an agreed accelerated pace of delivery.



Homes under construction at Soothill

5.1 Soothill

The Council are working in partnership with Keepmoat to deliver 254 market (for sale) homes and 65 affordable homes on the Soothill, Batley.

Site infrastructure works funded by Homes England were completed in the summer of 2022. The homes are now under construction, with the first completions of both market and affordable homes having occurred at the end of April. The homes on the site are being built at an accelerated pace of 5.4 homes per month, with overall completion of the site due by 2027.

6 Housing Brokerage Service

The Housing Brokerage Service operates to provide assistance, where needed, for stalled housing development sites across Kirklees. Officers in the Housing Growth Team can be contacted via: Housing.Regeneration@kirklees.gov.uk and are happy to consider issues that are a barrier to development.

The team can provide advice around development viability issues, the Council's pre-application planning process, and explore opportunities for external funding from third parties such as WYCA and Homes England.

The team also work closely with colleagues in the Planning Policy Team to understand which sites have not started or stalled and can provide information about these to interested developers to encourage partnership working to unlock sites.

Over recent years the team have assisted a number of landowners/developers in bidding for the WYCA Brownfield Housing Fund to unlock brownfield sites. Specific sites where the Brokerage Team have been involved in discussions include; Newsome Mills, Westgate Cleckheaton, former Midlothian Garage site, New Mill Road, Holmfirth.

7 Pipeline sites

A number of sites have been identified for potential disposal where this will support Housing Growth outcomes. In many cases these sites are in strong market areas and the Council has already been approached by developers and or registered providers in relation to a number of the sites. The Council is currently looking at options on a site by site basis to enable the sites to be brought forward for housing and delivered quickly alongside introducing mechanisms to manage the risk of potential land banking.

As set out in sections 1 and 2.3 of the Cabinet report, following on from extensive feasibility work, where appropriate we are seeking to dispose of sites in the programme where this supports delivery of housing growth outcomes.

Overall Delivery position

Live or completed projects	Units to be delivered 2022/26
Union Gardens- complete	12
Nabcroft Lane - complete	19
Ashbrow - onsite	161 – incl 50 Extra Care
Kenmore Drive	80 Extra Care
Soothill - onsite	319
Registered Provide Clusters – In planning	207
Estate / Somerset Buildings	44
103 New Street – partial completion	75
total	917

Strategic Sites	Units to be delivered 2024/2030
Dewsbury Riverside – PP granted	First phase 350
Bradley Park – viability work underway	First phase 474
total	824

Pipeline Sites	Units to be delivered 2024/2028
Gomersal School	48
Upper Clough	40
Flint St	45
Fenay Lane	190
total	383

Delivery through the programme estimate	Units to be delivered 2022/2030
Cumulative total	2,124

Appendix 2 - Housing Delivery Plan Update June 2023

Affordable Home Ownership Fee Charging

1.0 Introduction

1. Increasing home ownership for First Time Buyers in the UK has been a cross party policy since the 1990s and is a current Government priority.
2. The Government has introduced several initiatives targeted at First Time Buyers. This has included a number of Affordable Home Ownership (AHO) schemes where private developers build properties that can be purchased at a discount below market value by buyers who meet certain qualifying criteria.
3. These initiatives have included Starter Homes and Discount Market Sale Homes which were led by a previous Government.
4. First Homes, which is the current government's preferred discounted market tenure, were introduced in May 2021 and became a mandatory Central Government requirement from 28 December 2021.
5. They are to be delivered via Section 106 planning obligations on residential development sites. One quarter (25%) of all affordable homes secured by Section 106 planning obligations will be First Homes.
6. Central Government has established mandatory national criteria relating to the delivery of First Homes. Local authorities can choose to introduce their own local eligibility criteria. The Council's First Homes Position Statement and eligibility criteria can be found here: <https://www.kirklees.gov.uk/beta/planning-applications/pdf/first-homes-position-statement.pdf>
7. It is the developer's responsibility to sell First Homes to eligible applicants. However, the Council will be involved in the sales process for First Homes, both at initial sale stage and any subsequent resales as well as having other ongoing responsibilities, such as approving letting requests.
8. The Council is also involved in the sale process for Starter Homes and Discounted Market Sale properties.
9. During the sales process of these AHO properties, the Local Authority is required to review applications from potential purchasers, along with accompanying evidence, to assess their eligibility against the agreed criteria and issue necessary approval documents confirming that the sale has been undertaken in accordance with requirements of the S106 agreement.

2.0 Charging a Fee

10. In the context of the significant on-going and future burden on officer time, it is recommended that a fee is charged to cover the legal and administrative costs incurred in relation to the process of administering the sale of AHO properties.

11. Failure to implement an appropriate fee will result in the Council picking up the cost of its administration in ensuring the delivery of AHO properties. The burden of administering these properties is in perpetuity; therefore, it is essential that an appropriate fee is levied to cover all subsequent re-sales too.
12. The Council estimates that this process takes approximately 11.2 hours for an initial sale and 13.5 hours for a resale. This is based on officer experience of processing Starter Homes and Discount Market Sales Properties.
13. A cost schedule has been prepared by Finance colleagues with input from Housing Growth and Legal Services officers. Based on the cost schedule, the following fees are proposed to be charged:

For initial sales = £348.73

For resales = £394.79

14. The fees set out above will be applied to all future sales, unless the S106 agreement states otherwise, to cover the costs associated with that individual sale.
15. The money will be split between Housing Growth and Legal Services in the following way:

	Housing Growth	Legal Services
Initial Sale	£202.40	£146.32
Resale	£248.47	£146.32

16. The fee will be paid by the Seller (the developer in the first instance and the current owner for all subsequent sales). Where historic S106 Agreements state that the Buyer will pay, this will still stand.
17. Where historic S106 Agreements specify a sum in perpetuity of £250, the money will be split £104.68 to Housing Growth and £146.32 to Legal Services.
18. The Council will not issue the final Compliance Certificate until it is in receipt of the fee.
19. Fees and charges must be reviewed at least once per annum. Service Directors have authority to implement new charges and amend existing fees and charges to achieve budget targets, to account for changes in legislation and market conditions, in consultation with the appropriate Strategic Director, relevant Portfolio Holder and Chief Finance Officer.