

# Individual Decision

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The attached reports will be taken as Individual Portfolio Member Decisions on:

**Tuesday 16 March 2021**

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## Individual Executive Member Decision

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### Move-on Policy

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<b>Committee considering report:</b>	Individual Executive Member Decision for the new Move on Policy
<b>Date ID to be signed:</b>	16/03/2021
<b>Portfolio Member:</b>	Councillor Hilary Cole
<b>Forward Plan Ref:</b>	ID4036

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#### 1. Purpose of the Report

- 1.1 The purpose of this report is to request approval for the new Move on policy that has been developed following the implementation of the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2026.

#### 2. Recommendation

- 2.1 For an Individual Executive Member Decision to approve the new Move on policy so that it can be adopted and implemented.

#### 3. Implications

- 3.1 **Financial:** There are no financial implications.
- 3.2 **Policy:** The new policy is to ensure we are providing a clear plan for every individual accessing the Councils Rough Sleeper service and is aligned to meeting the key Housing Strategy Priorities of enabling every resident to have access to a home that meets their needs and to reducing homelessness. It also aligns with The Reducing Homelessness & Rough Sleeping Strategy, Priority Four 'Further enhance partnership working' through move on and introducing a planned process for move on accommodation.
- 3.3 **Personnel:** These changes will affect staff working in the Housing department managing the Rough Sleeper service and homelessness.
- 3.4 **Legal:** There are no legal implications for this policy
- 3.5 **Risk Management:** These changes ensure there is a planned process for move-on accommodation. This will ensure that individuals received a bespoke housing plan that meets their needs. It also ensures that the Council makes the best use of its accommodation resources and that the risk of financial exposure to excessive use of hotel or bed and breakfast accommodation is minimised.
- 3.6 **Property:** There are no implications for the Council's Property Services from this policy. The policy does ensure that all property used by the Rough Sleeper service is used appropriately and efficiently.

#### 4. Consultation Responses

There was no need to consult on this policy as it is a directive in the Housing Strategy 2020 – 2036 as well as the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025.

<b>Members:</b>	N/A
<b>Leader of Council:</b>	N/A
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	N/A
<b>Ward Members:</b>	N/A
<b>Opposition Spokesperson:</b>	N/A
<b>Local Stakeholders:</b>	Homelessness Strategy Group
<b>Officers Consulted:</b>	All Rough Sleeper Initiative Team and Housing Operations
<b>Trade Union:</b>	N/A

#### 5. Other options considered

5.1 None required.

#### 6. Introduction/Background

6.1 This policy applies to clients following either a Homelessness referral or having been verified as being or are at risk of being a Rough Sleeper are placed in emergency accommodation, interim accommodation. This accommodation may include hotel placements, other forms of temporary accommodation, hostel accommodation or short term supported accommodation.

6.2 This policy is to be read alongside the Housing Strategy 2020 – 2036; and the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025 for context and strategic direction.

#### 7. Supporting Information

7.1 A copy of the new policy accompanies this report.

#### 8. Options for Consideration

8.1 Not applicable as the policy is an objective of the Reducing Homelessness & Rough Sleeping Strategy and the new Housing Strategy and written as directed by the strategy.

#### 9. Proposals

9.1 It is proposed that the new policy approved by the Portfolio member for Development Planning and Housing as an Individual Member decision.

## 10. Conclusion

- 10.1 This policy provides clarity around how individuals who are rough sleeping or who have been at risk of rough sleeping will be supported on their own individual pathway and supports both key priorities from the Reducing Homelessness & Rough Sleeping Strategy and the emerging Housing Strategy.
- 10.2 The policy provides a clear focus on making the best use of the Council's limited resources in terms of accommodation and any associated costs.

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### Subject to Call-In:

Yes:  No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

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**Wards affected: All**

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### Strategic Priorities Supported:

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- PC1: Ensure our vulnerable children and adults achieve better outcomes**
- PC2: Support everyone to reach their full potential**

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### Officer details:

Name: Janet Weekes  
Job Title: Housing Services Manager  
Tel No: 2225  
E-mail Address: [Janet.weekes1@westberks.gov.uk](mailto:Janet.weekes1@westberks.gov.uk)

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## 11. Appendices

- 11.1 Appendix A – Data Protection Impact Assessment – Stage One
- 11.2 Appendix B – Equality Impact Assessment – Stage One
- 11.3 Appendix C - Move on Policy

## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Place
Service:	Development and Planning
Team:	Housing services
Lead Officer:	Nick Caprara
Title of Project/System:	Move on policy
Date of Assessment:	02/03/2021

### Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be processing data on a large scale?</b></p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will any decisions be automated?</b></p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

## Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?



Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	Individual Executive Member Decision for amendment to the Move on Strategy
<b>Summary of relevant legislation:</b>	Homelessness Reduction Act 2017 applies as rough sleeping is a subset of Homelessness. However, this policy will ensure that rough sleepers have a policy to enable them to move on to accommodation so will have a positive impact.
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	Nick Caprara
<b>Date of assessment:</b>	02/03/2021

Is this a:		Is this:	
Policy	Yes	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To implement the new Move on policy
<b>Objectives:</b>	To compliment the Housing strategy and the Reducing Homelessness and Rough Sleeping Strategy and ensure that the strategic objectives in both are fulfilled
<b>Outcomes:</b>	To contribute to improving residents quality of life
<b>Benefits:</b>	To ensure that vulnerable residents have greater support

**2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.**

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	None	Changes are internal processing only
Disability	None	Changes are internal processing only
Gender Reassignment	None	Changes are internal processing only
Marriage and Civil Partnership	None	Changes are internal processing only
Pregnancy and Maternity	None	Changes are internal processing only
Race	None	Changes are internal processing only
Religion or Belief	None	Changes are internal processing only
Sex	None	Changes are internal processing only
Sexual Orientation	None	Changes are internal processing only
<b>Further Comments relating to the item:</b>		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> No because it will have positive impact due to enabling move on into accommodation	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> No it will enhance employees and service users through the implementation of the new policy	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

**Name: Nick Caprara**

**Date: 02/03/2021**

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Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.

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# Move on Policy

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## Part One: Purpose and Context

### 1. Purpose

- 1.1 This policy has been developed following the implementation of the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025 which highlighted the need to develop a planned process for move-on accommodation to ensure that customers who are placed in emergency or interim accommodation are subject to an individual housing plan. This document sets out the process for these reviews to ensure that existing accommodation supply enables movement and that the Councils financial exposure is minimised.
- 1.2 This policy was approved on the 16th March 2021

### 2. Applicability

- 2.1 This policy applies to clients following either a Homelessness referral or having been verified as being or are at risk of being a Rough Sleeper and are placed in emergency accommodation or interim accommodation. This accommodation may include hotel placements, other forms of temporary accommodation, hostel accommodation or short term supported accommodation.
- 2.2 This policy is to be read alongside the Housing Strategy 2020 – 2036; and the Preventing Homelessness and Rough Sleeping Strategy 2020 – 2025 for context and strategic direction.
- 2.3 This document is publicly available for reference and viewing.
- 2.3 The Council has consulted with relevant stakeholders, including Registered Providers and voluntary sector partners in approving this policy.

### 3. Roles and Responsibilities

- 3.1. The Housing Service Manager is responsible for:
  - Directing and reviewing this Policy.
  - Ensuring that there is effective consultation and communication with West Berkshire Council staff, clients and key stakeholders in relation to this policy.
  - Publishing and promoting the adoption of this policy.
  - Ensuring compliance with published standards, procedures, working practices and technological changes.
- 3.3. The Strategy, Development and Review Manager is responsible for the day-to-day management of the Rough Sleeper service ensuring implementation of this policy.

### 4 Review

- 4.1 The Council will review this Policy every five years or sooner if there is a legislative or policy requirement to do so.

## 5. **Rough Sleeping in West Berkshire**

- 5.1 Rough sleeping is often the most visible form of homelessness and regularly impacts on the most vulnerable residents who often have complex needs. Preventing rough sleeping is a key Government priority and in 2018 its Rough Sleeping Strategy was published. The strategy set out the vision for halving rough sleeping by 2022 and ending rough sleeping by 2027.
- 5.2 In 2019 the Council adopted its own plan for preventing and reducing rough sleeping – ‘Reducing Rough Sleeping in West Berkshire: A plan to ensure that no-one has the need to sleep rough’. This plan sets out the actions that the Council will take to prevent and reduce rough sleeping working in partnership with a range of partners operating in the homelessness sector.
- 5.3 Nationally rough sleeping has risen year on year since 2010 until a reduction in 2018, while across West Berkshire the number of people sleeping rough has fluctuated over the same period, peaking at 23 in 2014. At the time of producing this policy (March 2021) no one is currently sleeping rough in the area. This position is directly linked to the additional funding provided by the Government during the third national lockdown, compelling local authorities to ensure “Everyone In” and making additional funds available to assist local authorities to manage the additional pressures during the pandemic.
- 5.4 This policy aims to contribute to the key priorities that have arisen out of the Housing Strategy, namely to:
- Enable every resident to have access to a home that meets their needs
  - Reduce Homelessness

## 6. **Legal Context**

- 6.1 This policy is not a statutory requirement. In developing this policy the Council has followed and fully considered the following legislation:
- The Housing Act 1996, Part 6 as amended by Localism Act 2011 (England).
  - The Housing Act 1996, Part 7 amended by the Homelessness Reduction Act 2017.
  - The Equality Act 2010.

## 7. **Move On – A definition**

- 7.1 In order to achieve the aim of ensuring everyone has access to a suitable home, a successful move on plan towards achieving sustainable accommodation is needed for every individual.
- 7.2 The nature of the move on accommodation will depend on the individual, but is not dependent on securing independent living in order to be viewed as successful. However, a successful and sustainable Move On policy is integral to the Councils aims of ending Rough Sleeping in the District.

7.3 In the context of this policy Move On is defined as providing the best housing solution available for a client at that time, whilst taking into account the need to make the best use of the limited accommodation resources that are available to the Council.

7.4 Move On also needs to be viewed as enabling individuals to make progress in their lives and enabling them to achieve this through delivering a sustainable housing solution.

## 8. Accommodation Pathway

8.1 The typical accommodation pathway for a client of the Rough Sleeper service would be

Accommodation	Provider
Emergency accommodation - hotel or hostel	Private sector Registered Provider partner
Second stage supported housing	Registered Provider partner
Treatment based accommodation (Rehab or detox)	Private sector/ Health service
Supported housing	Registered Provider/Health service/Third Tier Sector
Housing First	2 Saints & Registered Provider partners
Social rent offer through CBL scheme or direct let	Registered Provider partners
Extra care accommodation	Registered Provider/ Social Services
Private rented sector with floating support	Council & Private landlord/ letting agent
Planned move to other areas	Various

Other non-planned, non-tenancy move on may also take place such as:

- Return home to family
- Hospitalisation
- Employment with tied accommodation (e.g. entering employment in the forces).

## 9. Managing the Move On Pathway

9.1 Responsibility for managing the move on of clients rests with West Berkshire Council but can only be delivered in partnership with our core partners. The Move On pathway will be personalised for every client but there are some broad principles which are in place to ensure that there is progression to forming some sustainable accommodation solution and preventing a repeat instance of sleeping rough.

9.2 The Councils Rough Sleeper Initiative funding bid for 2021/22 makes provision to for implementing positive changes for rough sleeping. It will be the responsibility of



the council to work with partner agencies from who make up the Homelessness Strategy Group to oversee the implementation of this policy while the Disadvantaged Adult Resolution Meeting (DARM) will review the planned Move On process to ensure that the accommodation plans of all service users are being appropriately delivered.

- 9.3 A key aim of the review of Move On is to make best use of the resources that are available to the Council and to minimise the use of emergency accommodation such as hotel placements to as short a period as possible.
- 9.4 **Hostel accommodation** – a further aim of this policy is to improve the efficiency of the use of our hostel facility and to ensure that clients are not staying in this accommodation longer than is necessary. Our target is that the average length of stay in hostel accommodation should be no longer than 6 months before clients move on to the next appropriate step in their pathway.
- 9.5 **Housing First** - This initiative was launched in West Berkshire in May 2019 to support homeless people with complex needs by providing a long-term place to live with ongoing support. The initiative has been funded through the Rough Sleeping Initiative. The aim of the project within the first year was to access 10 one-bedroom flats from Sovereign Housing Association's general needs stock with housing related support provided by Two Saints. For 2021-22 the target has increased to 25 units. Individuals do not need to prove they are ready for independent housing and there are no conditions placed on residents, other than a willingness to maintain a tenancy agreement.
- 9.6 **Supported housing** – this next step to independent living should be managed with an aim of providing up to 12 months accommodation, however certain cases may require longer term supported housing.
- 9.7 The level of support will vary according to the individual, but could include: pre-tenancy training, support with benefits and budgeting, and support into education, training and employment.
- 9.8 The next stage in the Move On pathway will be some longer term form of accommodation.
- 9.9 Where a client is in need of Extra Care support due to disability or other permanent medical condition, a move on plan will be developed in partnership with the Council's Adult Social Care department who manage access into the extra care accommodation which is managed by registered providers in the area.
- 9.10 **Independent living** – where a client is deemed to be capable of moving on to their own independent living solution, they will be provided with the support to enable them to access the appropriate accommodation. This may be assistance with bidding for social rented accommodation through the Councils Choice Based Lettings (CBL) scheme, or via the private rented sector where assistance with

sourcing accommodation, provision of deposit and payments for rent in advance may be provided by the Council.

- 9.11 Where clients are assisted with a move to more independent living, a suitable support plan will be devised which will focus on setting up the tenancy appropriately to begin with. Types of support provided will include ensuring direct debits for payment of bills are in place, applications for all benefit related income are maximised; access to furniture and any other steps as appropriate to assist the client to settle into their accommodation and focus on ensuring that sustaining the tenancy is achieved.

## Document Control

<b>Document Ref:</b>	MOP 1	<b>Date Created:</b>	24/2/2021
<b>Version:</b>	0.2	<b>Date Modified:</b>	01/03/2021
<b>Revision due</b>			
<b>Author:</b>	Nick Caprara	<b>Sign &amp; Date:</b>	
<b>Head of Service</b>	Gary Lugg		
<b>Owning Service</b>	Development and Planning		
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		

## Change History

Version	Date	Description	Change ID
0.1	26/2/21		NC
0.2	01/03/21	Initial draft review	JW
0.3	02/03/21	Implement changes	NC

## Individual Executive Member Decision

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### Rent Arrears Policy and Procedure

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<b>Committee considering report:</b>	Individual Executive Member Decision for the Rent Arrears Policy and Procedure
<b>Date ID to be signed:</b>	16/03/2021
<b>Portfolio Member:</b>	Councillor Hilary Cole
<b>Forward Plan Ref:</b>	ID4038

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#### 1. Purpose of the Report

- 1.1 The purpose of this report is to request approval from an Individual Member Decision for the new Rent Arrears Policy and procedure. The policy and procedure has been developed to include current legislation and good practice.

#### 2. Recommendation

- 2.1 For an Individual Executive Member Decision to approve the Rent Arrears policy and procedure so that it can be adopted and implemented.

#### 3. Implications

- 3.1 **Financial:** This Policy and procedure will provide a framework to assist with maintaining and reducing the amount of rent owed to the council by tenants and identifies opportunities to maximise income for tenants to sustain their tenancy.
- 3.2 **Policy:** The policy reflects the internal procedure and legislation for administering and processing rent arrears and possession proceedings.
- 3.3 **Personnel:** N/A.
- 3.4 **Legal:** There are no legal implications for the policy and procedure as enables the Council to remain compliant with legislation issued by central government. Legal Services have contributed towards the drafting of this policy and procedure.
- 3.5 **Risk Management:** This policy and procedure lowers the risks associated with inadequate policies and procedures to manage rent arrears and delays in actions taken regarding rent arrears or to obtain possession of a property due to the absence of a robust policy and procedure.
- 3.6 **Property:** This will affect all council owned rented accommodation whenever we need to seek a possession order to take back a property due to rent arrears.

#### 4. Consultation Responses

Legal Services provided additional comments relating to their responsibility regarding the Notice to Quit and possession proceedings and validating the legislation mentioned which will improve internal legal processes that are already in place. The changes do not affect a

tenants rights outside of the law. Relevant staff within the Housing Service contributed to the changes made to the internal processes.

<b>Members:</b>	N/A
<b>Leader of Council:</b>	N/A
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	N/A
<b>Ward Members:</b>	N/A
<b>Opposition Spokesperson:</b>	N/A
<b>Local Stakeholders:</b>	N/A
<b>Officers Consulted:</b>	All officers involved in the processing of rent arrears and repossessions.
<b>Trade Union:</b>	N/A

### 5. Other options considered

5.1 None required

### 6. Introduction/Background

- 6.1 The Housing Service wishes to promote tenancy sustainment and prevent revolving-door homelessness. Applicants who are residing in accommodation that is managed by the Council will be given support to ensure that their tenancy is maintained to a satisfactory standard, and that they are subsequently able to move on into further settled accommodation. In instances where tenants have accrued rent arrears every effort will be made to ensure that the payments are brought up to date and that the tenancy continues until the household is no longer in need of the accommodation, however the Council needs to balance supporting such households with the need to cover the costs of providing the accommodation and so, under some circumstances, may need to take steps to regain possession of the property.
- 6.2 The Pre-Action Protocol for Possession Claims by Social Landlords came into effect on the 6<sup>th</sup> of April 2015, updated 13 January 2020, and sets out the responsibilities of local authorities and housing associations who may be seeking to take possession action against tenants, including Part 2 which is solely based upon actions taken due to rent arrears. Presiding judges will have regard to whether the protocol has been adhered to during possession hearings and failure to adhere to the protocol may result the Council being unable to regain possession of the property in question. The protocol is very clear that possession claims should only be brought as a last resort.
- 6.3 The purpose of the Rent Arrears Policy and Procedure is to set out the Council's Housing Service's approach for preventing and managing rent arrears, collecting rent, offering support to sustain tenancies and maximising income to tenants and

licensees living in accommodation provided by the Council who accrue rent arrears in the course of their tenancy or license

6.4 The Rent Arrears Policy and Procedure will be applied ensuring that there is early contact and support in order to prevent arrears accruing and that the tenant or licensee can receive the right advice at the earliest opportunity.

6.5 When appropriate, legal action will be taken to minimise arrears increasing, seek possession of the property. This action must be reasonable, proportionate and adhere to statutory requirements.

6.6 This policy and procedure is applicable to all tenants who are accommodated in temporary accommodation under s.188 or s.193 of the Housing Act 1996 (as amended by Homeless Reduction Act 2017) or who are licensees on Four Houses Corner or are secure tenants of the Council. This policy and procedure does not apply to leaseholders (including equity share).

## 7. Supporting Information

7.1 A copy of the policy and procedure accompanies this report and the changes made to it are indicated in the document control section.

## 8. Options for Consideration

8.1 Not applicable as the changes to the policy and procedure are enshrined in law and changes outside of this cannot be made.

## 9. Proposals

9.1 It is proposed that the updated policy is authorised and signed-off by the Portfolio member as an individual member decision.

## 10. Conclusion

10.1 The rent arrears policy and procedure will promote tenancy sustainment and prevent revolving-door homelessness. Applicants who are residing in accommodation that is managed by the Council will be given support to ensure that their tenancy is maintained to a satisfactory standard, and that they are subsequently able to move on into further settled accommodation.

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### Subject to Call-In:

Yes:  No:

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

**Wards affected: All**

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**Officer details:**

Name: Janet Weekes  
Job Title: Housing Services Manager  
Tel No: 2225  
E-mail Address: [Janet.weekes1@westberks.gov.uk](mailto:Janet.weekes1@westberks.gov.uk)

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**11. Appendices**

- 11.1 Appendix A – Data Protection Impact Assessment – Stage One
- 11.2 Appendix B – Equality Impact Assessment – Stage One
- 11.3 Appendix C - Rent Arrears policy and procedure

## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Place
Service:	Development and Planning
Team:	Housing Services
Lead Officer:	Janet Weekes
Title of Project/System:	Rent Arrears Policy and procedure
Date of Assessment:	02/03/2021

**Do you need to do a Data Protection Impact Assessment (DPIA)?**

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be processing data on a large scale?</b></p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will any decisions be automated?</b></p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**



## Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	Individual Executive Member Decision for approval for the Rent arrears policy and procedure
<b>Summary of relevant legislation:</b>	Housing Act 1985 and 1988, 1996 Homelessness Reduction Act 2017 Protection from Eviction Act 1977 Equality Act 2010 General Data Protection Regulation tailored by Data Protection Act 2018 Welfare Reform Act 2012 Human Rights Act 1998 Pre-Court Action Protocol – Civic Procedure Rules Coronavirus Act 2020
<b>Does the proposed decision conflict with any of the Council’s key strategy priorities?</b>	No
<b>Name of assessor:</b>	Janet Weekes
<b>Date of assessment:</b>	02/03/2021

Is this a:		Is this:	
<b>Policy</b>	<b>Yes</b>	<b>New or proposed</b>	<b>Yes</b>
<b>Strategy</b>	<b>No</b>	<b>Already exists and is being reviewed</b>	<b>No</b>
<b>Function</b>	<b>No</b>	<b>Is changing</b>	<b>No</b>
<b>Service</b>	<b>No</b>		

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To implement the rent arrears policy and procedure
<b>Objectives:</b>	To improve the decision making process for administering rent arrears and have a robust policy and procedure in place.
<b>Outcomes:</b>	To manage and reduce rent arrears and contribute to the prevention of homelessness for tenants and maximise income and sustain tenancies for tenants.
<b>Benefits:</b>	To provide guidance and clear procedures and legislation to enable robust management of decisions relating to rent arrears.

<p><b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b></p> <p>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)</p>		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	None	Changes are internal processing only
Disability	None	Changes are internal processing only
Gender Reassignment	None	Changes are internal processing only
Marriage and Civil Partnership	None	Changes are internal processing only
Pregnancy and Maternity	None	Changes are internal processing only
Race	None	Changes are internal processing only
Religion or Belief	None	Changes are internal processing only
Sex	None	Changes are internal processing only
Sexual Orientation	None	Changes are internal processing only
<p><b>Further Comments relating to the item:</b></p>		
<p> </p>		

<p><b>3 Result</b></p>	
<p><b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b></p>	<p><b>No</b></p>
<p><b>Please provide an explanation for your answer:</b> Changes are to the internal processing of rent arrears that was missing and a robust policy that aligns with the procedure and legislation.</p>	
<p><b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b></p>	<p><b>No</b></p>
<p><b>Please provide an explanation for your answer:</b> Changes are to the internal processing of rent arrears will improve the decision making process.</p>	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	
<b>Timescale for Stage Two assessment:</b>	

Name: Janet Weekes

Date: 02/03/2021

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Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.

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# Rent Arrears Policy and Procedure

## Contents

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## 1 Purpose

- 1.1 The purpose of the Rent Arrears Policy and Procedure is to set out the Council's Housing Service's approach for preventing and managing rent arrears, collecting rent, offering support to sustain tenancies and maximising income to tenants and licensees living in accommodation provided by the Council who accrue rent arrears in the course of their tenancy or license.
- 1.2 This policy and procedure will be applied ensuring that there is early contact and support in order to prevent arrears accruing and that the tenant or licensee can receive the right advice at the earliest opportunity.
- 1.3 When appropriate, legal action will be taken to minimise arrears increasing, seek possession of the property. This action must be reasonable, proportionate and adhere to statutory requirements.

## 2 Applicability

- 2.1 This policy and procedure is applicable to all tenants who are accommodated in temporary accommodation under section 188 or section 193 of the Housing Act 1996 (as amended by the Homelessness Reduction Act 2017), who are licensees on Four Houses Corner or are secure tenants of the Council. This policy and procedure does not apply to leaseholders (including equity share).
- 2.2 This policy was approved 16<sup>th</sup> March 2021

## 3 Roles and Responsibilities

- 3.1 The Head of Development and Planning has overall responsibility for ensuring that action taken due to rent arrears accrued is managed appropriately in accordance with this policy and procedure and delegated authority as per the Council's constitution.
- 3.2 The Housing Service Manager is responsible for:
  - Directing and reviewing this policy and procedure.
  - Ensuring that there is effective consultation and communication on tenancy related matters in terms of legal action required to resolve rent arrears and seek possession proceedings.
  - Publishing and implementing this policy and procedure to Housing staff.
  - Ensuring compliance with published standards, procedures, working practices and technology changes in relation to housing services relevant to this policy and procedure.
- 3.3 The title "Responsible Officer" allows flexibility to enable not just one person being solely responsible and to provide support during periods of absence so that the timeframes are adhered to. The "Responsible Officer" will include, but is not limited to, the Housing Management Officer, Business Support Assistant, Housing Support Officer and Homelessness Prevention & Relief Officer.
- 3.4 The "Responsible Officer" will;
  - Record annual rent increases on Abrisas.

- Ensure all properties / property details are accurately recorded.
- Ensure Temporary Accommodation license/agreements and Mobile Homes Tenancy agreements that form part of sign up documents are fully completed. A copy of these documents and the Housing Benefit form is sent to the relevant departments i.e. Revenues and Benefits and Council Tax.
- Accurately record the property charges on the Housing IT System.
- Ensure the day-to-day processing of rent arrears collection and monitoring, including ensuring implementation of this policy and procedure is adhered to.
- Ensure that file notes of all actions taken under this policy and procedure are documented on the Housing IT System to ensure that sufficient evidence can be provided in the event that possession action is taken.

3.5 Legal Services are responsible for checking and signing the Notice to Quit (NTQ) to enable rent arrears cases to proceed to court, if appropriate. The Responsible Officer will serve the signed NTQ along with a certificate of service.

3.6 All Housing staff are responsible for familiarising themselves with, and ensuring that they comply with this policy and procedure.

## 4 Background

4.1 Rent pays for the services provided to tenants, including tenancy management and repairs to homes. It is therefore essential for rent collection to be maximised through effective management of rent arrears and tenancy sustainment.

4.2 The Housing Service strives to promote tenancy sustainment and prevent revolving-door homelessness. Applicants who are residing in accommodation that is managed by the Council will be given support to ensure that their tenancy is maintained to a satisfactory standard and that they are subsequently able to move on into settled accommodation. Where tenants have accrued rent arrears, every effort will be made to ensure that the payments are brought up to date and that the tenancy continues until the household is no longer in need of the accommodation. However, the Council needs to balance supporting households with the need to cover the costs of providing the accommodation so may need to take steps to regain possession of the property if rent arrears accrue.

4.3 The Pre-Action Protocol for Possession Claims by Social Landlords came into effect on the 6<sup>th</sup> of April 2015 (updated 13<sup>th</sup> January 2020) and sets out the responsibilities of local authorities and housing associations who may be seeking to take possession action against tenants, including Part 2 which is solely based upon actions taken due to rent arrears. Presiding judges will have regard to whether the protocol has been adhered to during possession hearings and failure to adhere to the protocol may result in the Council being unable to regain possession of the property in question. The protocol is very clear that possession claims should only be brought as a last resort.

## 5 Rent arrears procedure

5.1 In order to deliver the policy to an agreed procedural standard that is concise and clear, the rent arrears procedure is set out in more detail below:

## 6 Stage One

- 6.1 All rent accounts will be reviewed on a weekly basis by reviewing the rents module on the Housing IT system, Abritas. This is broken down into households who are 1 week, 2 weeks and 3 (or more) weeks in arrears. Housing Benefit claims should be reviewed where there is reason to believe a tenant has entitlement, but is not receiving payments to check the progress of the application.
- 6.2 For clarity, when reviewing the rent accounts and deciding what action is appropriate in light of accrued rent arrears, regard should be given to Housing Benefit or Universal Credit claims/payments that are due and the frequency of such payments. A tenant will have accrued rent arrears at the point where expected Housing Benefit or Universal Credit payments would be made and may still leave at least one week's rent owing.
- 6.3 As soon as a tenant falls into rent arrears exceeding the equivalent of one week's rent, 'Rent Arrears 1' letter should be sent with a copy of the rent statement, asking the tenant to bring their account up to date and to make contact to arrange a repayment plan also known as a debt agreement. In cases where the tenant has known literacy or language issues, in addition to sending out the 'Rent Arrears 1' letter, telephone contact should be made with the tenant to read out the contents of the letter and utilise Language Line Services where needed.
- 6.4 If the household is accruing small ongoing arrears, as a result of non-payment of a service charge or a shortfall in Housing Benefit due to an overpayment for example, the tenant should be contacted by telephone, text message or email to notify that they are falling behind with their payments and should bring the rent account up to date to prevent further action. If the tenant fails to respond, 'Rent Arrears 1' letter should be sent out when the arrears equate to one weeks rent.
- 6.5 In relation to case 6.3 or 6.4 above, if no contact has been successful by one week after sending 'Rent Arrears 1' letter, the Housing Management Officer should attempt to visit the tenant at the property or a face to face visit to discuss a resolution. The allocated Homelessness Prevention & Relief Officer and the Personalised Housing Plan (PHP) should be updated, adding mandatory actions for the tenant to clear the rent arrears and make contact with the service.
- 6.6 When arranging a repayment plan comprehensive enquiries such as, reviewing bills, bank statements and consumer credit reporting should be undertaken to understand the tenant's financial situation and ability to pay. This should be compared to the income and expenditure form completed prior to signing the license/tenancy agreement. A repayment plan which is affordable for the tenant, taking into account their individual circumstances and the level of surplus funds remaining on the income and expenditure form should be agreed. All repayment plans should be confirmed in writing, entered onto the Housing IT system and include the consequences of not maintaining the repayment plan. This must also be captured within the PHP as a mandatory action for the tenant and the revised PHP must be re-issued to the tenant.
- 6.7 During any contact with the tenant they should be informed of their right to obtain independent legal advice regarding their situation, and should be signposted to support agencies including, but not limited to, Shelter, Citizen's Advice Bureau and the Money Advice Service ([www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)). All contacts with



tenants should be recorded on the housing IT system as well as this may be used as evidence in any subsequent court proceedings.

6.8 The Housing Service can provide tenants with tailored advice and support on:

- Debt, including priority debts.
- Financial management, including budgeting and understanding income and expenditure.
- Maximising income, including accessing welfare benefits and employment opportunities if benefit capped.

## 7 Stage Two

7.1 Where a tenant has been sent the 'Rent Arrears 1' letter and has not bought their rent account up to date or to set up a repayment plan, the 'Rent Arrears 2' letter should be sent after a period of two weeks has elapsed since the 'Rent Arrears 1' letter was sent out. A copy of a rent statement should accompany the letter. In cases where the tenant has known literacy issues, in addition to sending out the 'Rent Arrears 2' letter, telephone contact should be made with the tenant to read out the contents of the letter.

7.2 Where a tenant has agreed to a repayment plan following receipt of the 'Rent Arrears 1' letter, but has not adhered to the repayment plan, the 'Rent Arrears 2' letter should be sent after 7 days has elapsed since the first missed repayment was due. A copy of a rent statement should accompany the letter. In cases where the tenant has known literacy or language issues, in addition to sending out the 'Rent Arrears 2' letter, telephone contact should be made with the tenant to read out the contents of the letter and use Language Line services where needed.

7.3 Following initiation of Stage Two, attempt to contact the tenant weekly by telephone, text message and email to try and set up a repayment plan. If not successful then visit the tenant at the property to discuss a resolution in person.

7.4 Where, during the course of contact with the tenant the "Officer" becomes aware that the tenant is not in receipt of any benefits that they are entitled to, the "Officer" should advise the tenant to make the relevant applications for assistance and should offer support to do this as a face to face meeting which can be in person or through an alternative digital channel. The Officer must record this on the Housing IT system and follow this up in writing and also notify the relevant Homelessness Prevention & Relief Officer.

7.5 When arranging a repayment plan comprehensive enquiries such as, reviewing bills, bank statements and consumer credit reporting should be undertaken to understand the tenant's financial situation and ability to pay. This should be compared to the income and expenditure form completed prior to signing the license/tenancy agreement. A repayment plan which is affordable for the tenant, taking into account their individual circumstances and the level of surplus funds remaining on the income and expenditure form should be agreed. All repayment plans should be confirmed in writing and should confirm the consequences of not maintaining the repayment plan.

7.6 During any contact with the tenant they should be informed of their right to obtain independent legal advice regarding their situation, and should be signposted to

support agencies including, but not limited to, Shelter, Citizen's Advice Bureau and the Money Advice Service ([www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)). All contacts with tenants should be recorded on the housing IT system as well as this may be used as evidence in any subsequent court proceedings.

## 8 Stage Three

- 8.1 Where all attempts to engage with the tenant and to arrange a repayment plan have failed at Stages One and Two, formal possession proceedings may be initiated. All contacts with tenants should be recorded on the housing IT system as well as this may be used as evidence in any subsequent court proceedings. Advice may also be sought from the Council's Legal Services team.
- 8.2 Two weeks after the 'Rent Arrears 2' letter has been sent, the Housing Management Officer should notify the Housing Support Team Leader of the arrears balance and the steps taken to resolve the arrears on the Approval to Seek Legal Action form. Following consent from the Housing Support Team Leader, the Housing Management Officer will liaise with Legal Services to have a NTQ drafted and signed by the Head of Legal Services.
- 8.3 Following receipt of the signed NTQ, the Housing Support Team Leader will check the NTQ and support the Housing Management Officer to hand deliver the NTQ and certificate of service to the tenant. The 'Rent Arrears 3' letter, a rent statement and a copy of the Pre-Action Protocol for Possession Claims by Social Landlords will be included with the NTQ. The Housing Management Officer should ensure that they are accompanied by the Housing Support Team Leader and that the Certificate of Service form is fully completed signed and dated upon serving the NTQ. If the tenant has abandoned the property, the NTQ must be attached to the door and a copy must be attached to the tenants housing file.
- 8.4 Following initiation of Stage Three, the Housing Management Officer should attempt to contact the tenant weekly by telephone, text message and email to try and set up a repayment plan. If contact has not been successful by the third week after delivering the NTQ and associated documents, the Housing Management Officer should attempt to visit the tenant at the property to discuss a resolution in person.
- 8.5 If the tenant fails to engage with the Housing Management Officer and agree to a repayment plan prior to the expiry of the NTQ, the Housing Management Officer should inform the Housing Support Team Leader, who will seek approval from the Housing Operations Manager to seek advice from Legal Services regarding initiating court proceedings to regain possession of the property. The Housing Management Officer should then send a copy of the expired NTQ along with the tenancy agreement, particulars of claim and a rent statement to Legal Services, who will review the evidence and prepare the relevant application to the County Court for a possession hearing.
- 8.6 Upon expiry of the NTQ, the Housing Management Officer should continue to attempt weekly contact with the tenant by telephone, email and text message and should attempt to arrange a repayment plan. If these attempts are successful, the Housing Management Officer should confirm the repayment plan in writing and inform the Housing Support Team Leader who will monitor the case until seven days prior to the court hearing, when a final decision will be made on whether the

proceedings continue. In cases where the tenant has begun to adhere to a repayment plan prior to the court date, the Housing Support Team Leader should seek approval from the Housing Operations Manager to adjourn the court action.

- 8.7 As soon as possible but no later than 10 days prior to the court hearing, the Housing Management Officer should write to the tenant, enclosing a full rent statement from the commencement of the tenancy, or the last three years, whichever is shorter. The letter should advise of the court date, time and location, the order that the Council will be applying for and should specify what is known about the tenant's current entitlement to Housing Benefit or Universal Credit. Tenant's should also be advised of the importance of attending the hearing, should be informed of their right to obtain independent legal advice regarding their situation and should be signposted to support agencies including, but not limited to, Shelter, Citizen's Advice Bureau and the Money Advice Service ([www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)).
- 8.8 In the event that the tenant clears the outstanding rent arrears in full, plus the court costs associated to the claim for possession, further action should be approved by the Housing Operations Manager. If the tenant subsequently accrues further arrears, the Housing Management Officer should notify the Housing Support Team Leader and continue the standard rent arrears procedure.

## 9 Stage Four

- 9.1 Following expiry of the possession order, if the tenant remains in occupation at the property and is still in rent arrears, the Housing Management Officer should notify the Housing Support Team Leader who will seek approval from the Housing Operations Manager to sanction the request for Legal Services to apply for an application for a bailiff's warrant. The Housing Service Manager must be informed of any bailiff applications in order to manage any issues that arise or result in media enquiries.
- 9.2 In the event that the tenant makes an offer of repayment to the Council to clear the debt in full following the date that the possession order comes to an end, the Housing Management Officer should discuss these terms with the Housing Support Team Leader prior to entering into any agreement and the Housing Support Team Leader will seek approval to either cancel or continue with the bailiff's warrant being applied for.
- 9.3 Upon confirmation from the Housing Operations Manager that a bailiff's warrant should be applied for, the Housing Management Officer will make a referral to Children and Family Services to notify them of the impending loss of accommodation, for all tenants where children form part of their household. A copy of the bailiff's warrant should be forwarded to Children and Family Services upon receipt of notification and to the Homelessness Prevention & Relief Officer.
- 9.4 When the Housing Operations Manager has authorised the application for a bailiff's warrant, the Housing Management Officer should refer the tenant to the allocated Homelessness Prevention & Relief Officer so that they can be offered advice about their future housing options.
- 9.5 When the eviction date has been received from the County Court, the officer must notify the tenant, Children and Family Services, Housing Support Team Leader,

Housing Operations Manager and the Housing Service Manager of the date of the eviction. The officer must book a locksmith for the date of the eviction and ensure that they attend the property with the Housing Support Team Leader or the Housing Operations Manager to execute the bailiff warrant. Depending on the level of risk the officer should also consider opening a URN with the police on the non-emergency number so that if assistance is required it can be provided.

9.6 The Housing Management Officer will ensure that the locks are changed, the property is free from rubbish and clear. If the tenant has not removed their belongings they will be given 24 hours or longer by agreement to return to the property to remove their belongings, but must not be given access without a council officer being present. Any rubbish or belongings left at the property will be removed and destroyed and Children and Family Services, if relevant, will be notified that the family have left the property. The Housing Management Officer will carry out a property inspection including taking photographs of the property and record this on Abris and the status when terminating the tenancy will be 'eviction'. The Housing Management Officer will ensure that the gas and electric checks are booked 24 hours after the eviction.

## 10 **Links to other policies**

This policy and procedure is also linked to the Council's Housing Allocations Policy which makes reference to the sanctions associated with being in arrears and being able to apply for social housing through the housing register. The sanctions from the sections 8.7 onwards in the Housing Allocations Policy states:

### 8.7 Sanctions

The Council wishes to encourage financial responsibility and independence and being a good neighbour within the community. In order to assist with this, the sanctions listed below will be applied in the following circumstances:

#### 8.7.2 Money owed to the Council for a housing-related debt where no regular payments are being made

If the applicant has been given financial assistance by the Council to facilitate access to private rented accommodation and is failing to adhere to the repayment plan, or has not paid ineligible charges arising from a temporary accommodation placement, or has other housing-related charges (e.g. housing benefit overpayment, court, travel, or storage costs or repair recharges) their application will be suspended. Applicants will need to demonstrate that they have made and adhered to an agreed payment plan for a period of at least three months before the suspension will be lifted.

#### 8.7.3 Rent arrears or where no regular repayments are being made with a private landlord or Registered Provider

If the applicant has rent arrears that exceed eight weeks their application will be suspended. They will need to demonstrate that they have maintained a repayment plan for at least three months and that the arrears have been cleared or reduced to below eight weeks rent before the suspension is lifted.

Therefore, where a tenant owes the equivalent of eight week's rent and has no repayment plan in place, the Housing Management Officer should notify the Housing

Allocations Team Leader of the arrears so that the tenants Housing Register Application can be updated accordingly.

## 11 **Legislation**

Housing Act 1985 and 1988, 1996

Homelessness Reduction Act 2017

Protection from Eviction Act 1977

Equality Act 2010

General Data Protection Regulation tailored by Data Protection Act 2018

Welfare Reform Act 2012

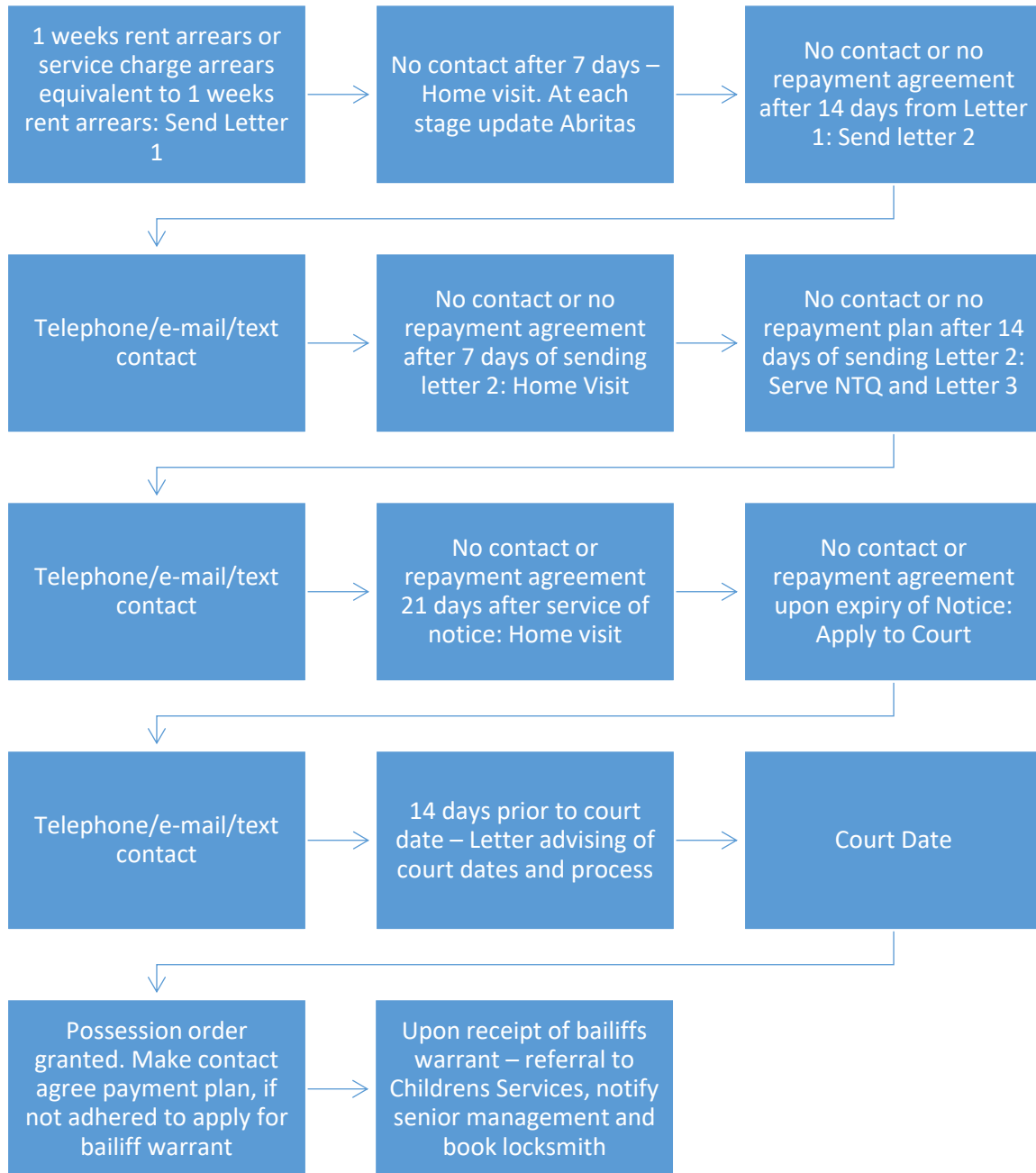
Human Rights Act 1998

Pre-Court Action Protocol – Civic Procedure Rules

Coronavirus Act 2020

## Rent Arrears Flow Chart

## Appendix A



### AT ALL TIMES REMEMBER:

- **Repayment Plans** – seek to agree and monitor but reinstate next step of action 7 days after any breach
- Always look at benefits and income maximisation
- Always include rent statements and advice on where to seek independent legal advice in letters/discussions with tenants/licensees
- Raise any concerns about vulnerability with the HSTL
- Decisions to proceed/or cancel action once notice has been served must be taken by Housing Operations Manager or Housing Service Manager

## Appendix B

### Document Control

<b>Document Ref:</b>	RAPP 1	<b>Date Created:</b>	25 <sup>th</sup> February 2021
<b>Version:</b>	0.2	<b>Date Modified:</b>	1 <sup>st</sup> March 2021
<b>Revision due</b>			
<b>Author:</b>	Janet Weekes	<b>Sign &amp; Date:</b>	
<b>Head of Service:</b>	Gary Lugg	<b>Sign &amp; Date:</b>	
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		

### Change History

Version	Date	Description	Change ID
0.1	25 <sup>th</sup> February 2021	New policy and procedure drafted for appropriate approval and adoption	JW
0.2	2 <sup>nd</sup> March 2021	Feedback from consultation updated on the document	JW

### Related Documents

Reference	Title	Tier
	Housing Allocations Policy	
	Pre-Action Protocol for Possession Claims by Social Landlords	

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## Individual Executive Member Decision

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### Tenancy Strategy

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<b>Committee considering report:</b>	Individual Executive Member Decision for the updated Tenancy Strategy
<b>Date ID to be signed:</b>	16/03/2021
<b>Portfolio Member:</b>	Hilary Cole
<b>Forward Plan Ref:</b>	ID4040

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#### 1. Purpose of the Report

- 1.1 The purpose of this report is to request approval for the updated Tenancy Strategy that has been developed under Section 150 of the Localism Act 2011

#### 2. Recommendation

- 2.1 For an Individual Executive Member Decision to approve the updated Tenancy Strategy so that it can be adopted and implemented.

#### 3. Implications

- 3.1 **Financial:** There are no financial implications
- 3.2 **Policy:** Under Section 150 of the Localism Act 2011 this policy ensures that we are carrying out our duty as directed
- 3.3 **Personnel:** These changes will affect Registered Providers
- 3.4 **Legal:** There are no legal implications for this Strategy as it is covered under Section 150 of the Localism Act 2011
- 3.5 **Risk Management:** West Berkshire Council would like to see a harmonised set of rent levels, tenancy terms and renewal polices across the district, that are easy to explain to housing applicants and which respond to locally identified needs. However, Registered Providers are independent organisations and the Council recognises that they work across local authority boundaries all of whom will have differing Tenancy Strategies. Consequently, this Tenancy Strategy sets out the broad principles that the Council expects its RP partners to have regard to, rather than a detailed set of policies.
- 3.6 **Property:** No impact on Property

#### 4. Consultation Responses

There was no need to consult on this strategy as it is a directive under Section 150 of the Localism Act 2011. We have however undertaken the review of the existing strategy in partnership with our existing Registered Provider partners and have

taken into account the Council's Housing Strategy, Homelessness Strategy, Allocations Policy, Council Strategy and Sustainable Communities Strategy.

<b>Members:</b>	N/A
<b>Leader of Council:</b>	N/A
<b>Overview &amp; Scrutiny Management Commission Chairman:</b>	N/A
<b>Ward Members:</b>	N/A
<b>Opposition Spokesperson:</b>	N/A
<b>Local Stakeholders:</b>	Registered Providers
<b>Officers Consulted:</b>	All key stakeholders as identified above
<b>Trade Union:</b>	N/A

### 5. Other options considered

5.1 None required

### 6. Introduction/Background

- 6.1 Under Section 150 of the Localism Act 2011, a duty is placed on all local housing authorities to develop a Tenancy Strategy to guide Registered Providers (RPs) in developing tenancy policies for their own stock. The Localism Act also requires RPs to have regard to the Tenancy Strategy. Further reforms introduced in this Act include the introduction of a new Affordable Rent tenancy which allows rents of up to 80% of market rent to be charged, and the ability to offer tenancies on a fixed term basis.
- 6.2 The previous Tenancy Strategy focussed on the major legislative change notably the introduction of fixed term tenancies. Since its implementation no subsequent review of this strategy has been undertaken. A review of RP use of tenancy types has highlighted a significant move away from offering fixed term tenancies towards the provision of lifetime tenancies that offer tenants greater security and stability.
- 6.3 This Strategy update outlines how West Berkshire Council expects that RPs will engage and consult with the Council when developing their Tenancy Policies, to ensure that they are in line with the principles of West Berkshire Council's Tenancy Strategy. The Council would also expect that RPs engage and consult with residents and stakeholders

### 7. Supporting Information

- 7.1 A copy of the new policy accompanies this report.
- 7.2 A copy of the changes made accompanies this report.

## 8. Options for Consideration

8.1 Not applicable as the policy is a directive under Section 150 of the Localism Act 2011

## 9. Proposals

9.1 It is proposed that the amended strategy is authorised and approved by the Portfolio member for Development Planning and Housing as an Individual Member decision.

## 10. Conclusion

10.1 This strategy review brings this Tenancy Strategy up to date and reflects recent changes in how Registered Provider partners are managing tenancies in the area. The document supports the aims and aspirations as set out in the Housing Strategy.

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### Subject to Call-In:

Yes:  No:

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input type="checkbox"/>

---

### Wards affected: All

### Strategic Priorities Supported:

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- PC1: Ensure our vulnerable children and adults achieve better outcomes**
- PC2: Support everyone to reach their full potential**

---

### Officer details:

Name: Janet Weekes  
Job Title: Housing Services Manager  
Tel No: 2225  
E-mail Address: [Janet.weekes1@westberks.gov.uk](mailto:Janet.weekes1@westberks.gov.uk)

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## 11. Appendices

- 11.1 Appendix A – Data Protection Impact Assessment – Stage One
- 11.2 Appendix B – Equality Impact Assessment – Stage One
- 11.3 Appendix C - updated Strategy

## Appendix A

### Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)

Directorate:	Place
Service:	Development and Planning
Team:	Housing Services
Lead Officer:	Nick Caprara
Title of Project/System:	Tenancy Strategy
Date of Assessment:	02/03/2021

**Do you need to do a Data Protection Impact Assessment (DPIA)?**

	Yes	No
<p><b>Will you be processing SENSITIVE or “special category” personal data?</b></p> <p>Note – sensitive personal data is described as “data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be processing data on a large scale?</b></p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project or system have a “social media” dimension?</b></p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will any decisions be automated?</b></p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will your project/system involve CCTV or monitoring of an area accessible to the public?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using the data you collect to match or cross-reference against another existing set of data?</b></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Will you be using any novel, or technologically advanced systems or processes?</b></p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.**

## Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; this includes the need to:**
    - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
    - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

<b>What is the proposed decision that you are asking the Executive to make:</b>	Individual Executive Member Decision for amendment to the Tenancy Strategy
<b>Summary of relevant legislation:</b>	Section 150 of the Localism Act 2011
<b>Does the proposed decision conflict with any of the Council's key strategy priorities?</b>	No
<b>Name of assessor:</b>	Nick Capara
<b>Date of assessment:</b>	02/03/2021

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	Yes	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	No		

<b>1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?</b>	
<b>Aims:</b>	To implement the changes to the Tenancy Strategy
<b>Objectives:</b>	To remain compliant under Section 150 of the Localism Act 2011 in ensuring that we maintain and review the Tenancy Strategy.
<b>Outcomes:</b>	To harmonised set of rent levels, tenancy terms and renewal polices across the district.
<b>Benefits:</b>	To provide a better understanding of rent levels and tenancy terms which respond to locally identified needs.

<b>2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.</b>		
(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	None	Changes are internal processing only

Disability	None	Changes are internal processing only
Gender Reassignment	None	Changes are internal processing only
Marriage and Civil Partnership	None	Changes are internal processing only
Pregnancy and Maternity	None	Changes are internal processing only
Race	None	Changes are internal processing only
Religion or Belief	None	Changes are internal processing only
Sex	None	Changes are internal processing only
Sexual Orientation	None	Changes are internal processing only
<b>Further Comments relating to the item:</b>		

<b>3 Result</b>	
<b>Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> No it will respond to locally identified needs and enhance quality of life for many residents.	
<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	<b>No</b>
<b>Please provide an explanation for your answer:</b> No it will respond to locally identified needs and enhance quality of life for many residents.	

**If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.**

**If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).**

<b>4 Identify next steps as appropriate:</b>	
<b>Stage Two required</b>	No
<b>Owner of Stage Two assessment:</b>	



Timescale for Stage Two assessment:	
-------------------------------------	--

Name: Nick Caprara

Date: 02/03/2021

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Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) ([rachel.craggs@westberks.gov.uk](mailto:rachel.craggs@westberks.gov.uk)), for publication on the WBC website.

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# Tenancy Strategy

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## Glossary

Affordable Rent	Tenancies let by Registered Providers on rent levels of up to 80% of open market rents
Broad Rental Market Area	BRMA is an area, set by the Rent Officer, which comprises two or more distinct areas of residential accommodation adjoining at least one other area, within which a person could reasonably be expected to reside having regards to services and facilities. There are two BRMA in West Berkshire: Newbury/Thatcham and Reading.
Housing Needs Assessment	A high level assessment of the housing need across the district, looking at affordability of accommodation.
Local Housing Allowance	LHA is a national scheme that came into effect on the 7 <sup>th</sup> April 2008. It sets the maximum rent levels that can be paid by Housing Benefit for particular sized properties. The rent levels are set annually by the Rent Officer at the 30 <sup>th</sup> percentile of open market rents, according to the Broad Rental Market Area.
Localism Act 2011	Legislation that sets out the housing reforms, including Affordable Rents and fixed term tenancies
Mutual Exchange	A means of 'swapping' tenancies with another social tenant
Open Market Rents	Private rents which are set by the market.
Registered Providers	Housing providers who are registered with the Homes & Communities Agency
Social Rent	Tenancies let by Registered Providers on rent levels set at 'target' rents (usually 40-50% of open market rents) set by the Homes & Communities Agency. These are traditionally the cheapest rents in the market.
Tenancy Policy	The Policy adopted by Registered Providers explaining how they will use fixed term tenancies
Tenancy Strategy	The Strategy adopted by Local Authorities that explains their approach to the kinds of tenancies offered, the circumstances in which a landlord will grant a tenancy of a particular kind, their approach to the length of fixed term tenancies and the circumstances in which they expect landlords to grant a further tenancy upon the ending of an existing tenancy.

## 1. Introduction

- 1.1 Under Section 150 of the Localism Act 2011, a duty is placed on all local housing authorities to develop a Tenancy Strategy to guide Registered Providers (RP's) in developing tenancy policies for their own stock. The Localism Act also requires RP's to have regard to the Tenancy Strategy. Further reforms introduced in this Act include the introduction of a new Affordable Rent tenancy which allows rents of up to 80% of market rent to be charged, and the ability to offer tenancies on a fixed term basis.
- 1.2 The previous Tenancy Strategy focussed on the major legislative change notably the introduction of fixed term tenancies. A review of RP use of tenancy types has highlighted a significant move away from offering fixed term tenancies towards the provision of lifetime tenancies that offer tenants greater security and stability.
- 1.3 As a non-stock holding local authority, West Berkshire Council works closely with Registered Providers and values the role they play in helping to meet housing need across the district. Ideally, West Berkshire Council would like to see a harmonised set of rent levels, tenancy terms and renewal policies across the district, that are easy to explain to housing applicants and which respond to locally identified needs. However, Registered Providers are independent organisations and the Council recognises that they work across local authority boundaries all of whom will have differing Tenancy Strategies. Consequently, this Tenancy Strategy sets out the broad principles that the Council expects its RP partners to have regard to, rather than a detailed set of policies.
- 1.4 This Tenancy Strategy has been developed in consultation with key stakeholders, including local RPs of affordable housing, taking into account the Council's Housing Strategy, Homelessness Strategy, Allocations Policy, Council Strategy and Sustainable Communities Strategy.

## 2. Vision

- 2.1 The Council's corporate vision - 'Working together to make West Berkshire an even greater place in which to live, work, and learn' – is supported by the West Berkshire Vision 2036 that sets out its housing priorities as being:
- “A West Berkshire with a housing mix with something for everyone”
- 2.2 The Housing Strategy (2020 – 2036) aims to build on our previous successes and provide strategic direction for both the Council and our partners to continue to support a thriving housing market across West Berkshire through the following twin priorities:

**Priority 1 Enable every resident to have access to a home that meets their needs**  
**Priority 2 Reduce homelessness**

### **3. Developing Tenancy Policies**

- 3.1 West Berkshire Council expects that RPs will engage and consult with the Council when developing their Tenancy Policies, to ensure that they are in line with the principles of West Berkshire's Tenancy Strategy. The Council would also expect that RPs engage and consult with residents and stakeholders.

### **4. Housing in West Berkshire**

- 4.1 West Berkshire Council does not own housing stock that is rented as social housing following the transfer of all Council-owned housing stock in 1989 to Sovereign Housing Association. The Council actively works with a number of Registered Providers who operate within West Berkshire to deliver a range of affordable homes to meet the needs of our residents, and there are over 9,000 affordable homes managed by registered providers in the District. Appendix 1 sets out the stock owned in the area by Registered Providers.
- 4.2 Affordability is a critical issue in West Berkshire across all segments of the housing market, with people struggling to secure affordable and sustainable housing, whether seeking home ownership or seeking to rent. In many areas the cost of home ownership relative to earnings is high, and in West Berkshire the £346,500 average cost of a home is almost ten times that of average earnings.
- 4.3 For residents who are on low incomes and/or are in receipt of welfare benefits the continued low level of Local Housing Allowance (LHA) reduces the availability of affordable accommodation. This is due to the resulting low value of Housing Benefit or (the housing costs element of) Universal Credit relative to market rent levels.
- 4.4 West Berkshire Council has consistently sought to promote and deliver rural housing schemes, particularly for the benefit of the local community and to support the rural economy. In rural communities, the supply of social housing is more limited, local wages are often low and market rents are typically higher. This means that people living in similar affordable housing to the more urban areas are paying a premium to live in the rural areas. Specialist housing developments that are restricted for occupation by local people, known as rural exception sites, often provide two and three-bedroom accommodation which has already been identified as being adversely affected by the affordable rent regime. As these are specialist developments, that are built to meet specific and identified needs, the Council's preference would be for them to continue to be delivered for social rent to ensure that they are affordable to the communities for whom they are intended.
- 4.5 As a result maximising the amount of affordable housing in the area is critical to supporting the Councils key housing priorities

### **5. Affordable Rent & Social Rent**

- 5.1 Affordable Rent and Social Rent are forms of low cost rented affordable housing. Affordable Rent was introduced by the Government in April 2011

- 5.2 Homes offered at an Affordable Rent must have been delivered through a contract with Homes England or converted to Affordable Rent as part of an agreed conversion programme to support delivery of homes from a Homes England affordable homes contract.
- 5.3 Allocations and nominations processes for Affordable Rent homes are expected to comply with the requirements of the Tenancy Standard; and Registered Providers will be under the same statutory and regulatory obligations as they are when allocating properties for Social Rent.
- 5.4 The maximum rental level for Affordable Rent should be no more than 80% of gross market rent (inclusive of service charges). In assessing whether the rent is no more than 80% the individual characteristics of the property must be taken in to account, such as its location and size.
- 5.5 Providers should set rents in accordance with the requirements of the Welfare Reform and Work Act 2016 and regulations made under it and the rent regulations as set out by the Social Housing Regulator, and should seek their own legal advice as to the applicability of the legislation where they consider it necessary to do so.
- 5.6 For both new supply and conversions providers will be required to assess what level the market rent would achieve and set the initial rent at up to 80% of that level (inclusive of service charges). The Regulator of Social Housing's Rent Standard guidance states that this should be based on a valuation in accordance with a method recognised by the Royal Institute of Chartered Surveyors (RICS) at the time the tenancy is granted.
- 5.7 From the 1 April 2020, Registered Providers may not increase Social Rents or Affordable Rents by more than CPI (at September of the previous year) plus 1% in any year for a period of five years. The council expects all Registered Providers to comply with the Policy Statement on Rents for Social Housing 2020 and the Rent Standard and any subsequent amendments in legislation, regulation or guidance.
- 5.7 Registered Providers will be required to rebase the rent on each occasion that a new Affordable Rent tenancy is issued (or renewed) for a particular property, ensuring that the rent remains at no more than 80% of the gross market rent (inclusive of service charges) as of the date the property is re-let. This should be the case even if it results in the new rent being lower than that previously charged.
- 5.8 Social Rent is low cost rental social housing that is made available at rent levels that are set in accordance with the Regulator of Social Housing's Rent Standard. Social rent levels should be calculated according to a formula based on relative property values and relative local earnings as set out in the Ministry of Housing, Communities and Local Government's Direction on the rent standard from 1<sup>st</sup> April 2020 (for local authorities and Registered Providers), and in the Regulator of Social Housing's Regulatory Framework for Social Housing (including the Rent Standard 2020) for private Registered Providers.
- 5.9 When developing their tenancy policies, we expect Registered Providers to have regard to the following:

- 5.9.1 We actively support the retention of social rent, to protect a valuable resource for which there is high demand and already limited supply. We expect that new developments will deliver affordable housing in accordance with the Core Strategy, and that the starting point for the tenure mix of each contribution will be 70% social rent and 30% intermediate tenures, to include affordable rent and shared ownership options.
- 5.9.2 Where alternative tenure mixes are sought, we expect to see viability information to demonstrate the need to depart from policy. We expect Registered Providers to take into consideration the need for mixed and sustainable communities. In particular, we expect that decisions to apply affordable rent will take into account information and evidence from the Council on its suitability in specific neighbourhoods.
- 5.9.3 Registered Providers should take a strategic approach to conversion, that:
- achieves an even distribution across social housing stock to ensure a mix of rent levels is available;
  - excludes high market, typically rural, areas that already have a limited supply of social rent;
  - excludes adapted, supported and temporary accommodation;
  - excludes social rented homes subject to a Section 106 Agreement.
- 5.9.4 We expect that affordable rent should not reinforce long-term benefit dependency or disadvantage households living in rural areas and should reflect incomes that households could reasonably be expected to sustain without a reliance on Universal Credit. We would expect that affordable rents will be set at no more than 80% of open market value.
- 5.9.5 We expect that new homes on specialist developments, for example, extra care, supported independent living and rural exception sites, will be developed for social (target) rent to ensure that they are affordable for the residents for which they are intended.
- 5.9.6 In order to ensure that homes remain sustainable for tenants, we expect that Registered Providers will be pro-active in setting and re-evaluating their affordable rents to ensure that they remain within LHA levels and for this reason, we would encourage Registered Providers to set their total rent charges (include service charges) at no higher than 95% of LHA and to take into account benefit caps as part of this process.

## **6. Tenancy Types**

- 6.1 Since the last Tenancy Strategy was produced, there has been a movement away from the provision of fixed term tenancies as the preferred choice for Registered Providers back to the provision of Lifetime Tenancies. All RPs who responded to the Council have confirmed that they either no longer offer a fixed term tenancy or they are currently revising their Allocations and Lettings policy which will end the use of Fixed Term tenancies.
- 6.2 The Regulator for Social Housing sets out in its Tenancy Standard that RPs shall let their homes in a fair, transparent and efficient way. They shall take into account the



housing needs and aspirations of tenants and potential tenants. They shall demonstrate how their lettings:

- make the best use of available housing
- are compatible with the purpose of the housing
- contribute to local authorities' strategic housing function and sustainable communities

- 6.3 There should be clear application, decision-making and appeals processes. RPs are also expected to enable their tenants to gain access to opportunities to exchange their tenancy with that of another tenant, by way of internet-based mutual exchange services.
- 6.4 Registered providers must grant general needs tenants a periodic secure or assured (excluding periodic assured short hold) tenancy, or a tenancy for a minimum fixed term of five years, or exceptionally, a tenancy for a minimum fixed term of no less than two years, in addition to any probationary tenancy period
- 6.5 The decision on whether to offer probationary or starter tenancies is subject to the Lettings Policy of the specific RP.
- 6.6 West Berkshire Council actively promotes mutual exchange as a tool to make best use of existing stock and to assist tenants in resolving their housing needs. Any arrangements introduced for fixed term tenancies should not undermine the effectiveness of mutual exchanges and Registered Providers are encouraged to clearly set out, in their Tenancy Policy, the implications to a tenant's security of tenure if they mutually exchange and to adopt policies that promote the continued use of mutual exchanges for all tenants.
- 6.7 When developing tenancy policies we expect Registered Providers to have regard to the following:
- 6.7.1 We support the use of introductory tenancies. We do not support the use of fixed term tenancies for management purposes, for example under-occupation or minor tenancy breaches, which are best addressed via other means.
- 6.7.2 We support the move towards the provision of lifetime tenancies by RPs due to the impact this has on customers' ability to feel secure in their new tenancy and end the cycle of homelessness or insecurity.
- 6.7.3 We expect Registered Providers to offer lifetime tenancies to tenants of sheltered or extra care housing, rural exception sites, adapted homes and independent supported living accommodation.
- 6.7.4 We expect Registered Providers to offer a minimum term of 5 years where fixed term tenancies are still used. If a Registered Provider expects to offer a term of less than five years in exceptional circumstances, we expect that the provider's Tenancy Policy will clearly set out the circumstances in which this applies. We also expect Registered

Providers to discuss the specific scheme or allocation with us before letting it on a term of less than five years.

- 6.7.5 We expect Registered Providers to work closely with the Council's Housing Operations team to ensure that prospective applicants are given high quality advice to ensure that they understand the terms on which the tenancy is being granted, the period for which it is being granted and the implications for their household at the end of the fixed term period.
- 6.7.6 We expect Registered Providers to clearly set out the exact circumstances for when a tenancy will and will not be renewed in their Tenancy Policy and to clearly communicate this with the tenant prior to them signing their tenancy agreement.
- 6.7.7 We expect Registered Providers to include their approach to mutual exchanges within their Tenancy Policy and to clearly set out the implications for tenants on their security of tenure. We encourage Registered Providers to develop policies that promote the continued use of mutual exchanges for all tenants.

## **7. Tenancy Sustainment**

- 7.1 It is important that Registered Providers ensure that tenants who are vulnerable or who need additional support to sustain their tenancy, can access appropriate services when required. Such assistance can help to enable tenants to remain in their community and their support networks, reducing the risk of homelessness through loss of tenancy.

## **8. Right of Succession**

- 8.1 Under the Housing Act 1985, a range of family members were able to succeed to a tenancy on the death of a Secure Tenant, including spouses, partners, civil partners, parents, grandparents, children, grandchildren, aunts, uncles, nephews, nieces and adopted children. The Localism Act 2011 introduced changes to the succession framework, whereby there can only be one succession, and when one joint tenant dies, this counts as the one succession. Under the Localism Act, Secure Tenancies that started after 1 April 2012 are limited to the succession of the spouse or civil partners as an automatic right.
- 8.2 Registered Providers will apply succession rights in accordance with the legislation and good practice.
- 8.3 Following the death of a tenant, if there is someone living in the home as their principal residence, who is not entitled to succeed, the Registered Provider should:
- provide housing advice and assistance to the person on their options.
  - consider the interests of vulnerable people and make sure that their policies offer appropriate protection.
  - where appropriate, offer alternative accommodation that meets the household's needs.
- 8.4 Where a person succeeds to a tenancy but needs to move, reference should be made to the council's Allocations Policy for more details on help available.

## **9 Tenant Involvement**

- 9.1 All Registered Providers are expected invest in and deliver meaningful, inclusive tenant involvement opportunities, which are promoted to their tenants. This should be used as an opportunity to continuously improve the quality of services, improve the quality of neighbourhoods and ensure they meet the needs of their tenants.

## **10 Appeals**

- 10.1 We expect Registered Providers to have a clear, transparent and accountable appeals process, that provides the tenant with enough information to make a decision on whether or not to appeal and which advises them on how to seek independent advice and representation.

## Document Control

<b>Document Ref:</b>	HO4	<b>Date Created:</b>	12 <sup>th</sup> July 2012
<b>Version:</b>	2	<b>Date Modified:</b>	March 2021
<b>Revision due</b>	March 2026		
<b>Author:</b>	Nick Caprara	<b>Sign &amp; Date:</b>	
<b>Head of Service:</b>	Gary Lugg	<b>Sign &amp; Date:</b>	
<b>Equality Impact Assessment: (EIA)</b>	Date undertaken:		
	Issues (if any):		

## Change History

Version	Date	Description	Change ID
0.1	31st August 2012	Comments from Housing Management Team incorporated	
0.2	28 <sup>th</sup> September 2012	Comments from the Portfolio Holder incorporated	
0.3	29 <sup>th</sup> November 2012	Approval from Management Board to publish for consultation	
0.4	24/12/2012	Final draft for adoption following consultation	
1.1	01/03/2021	Update to Roles and Responsibilities	NC
1.2	01/03/2021	Reformatted and update to various sections based on feedback from consultation with Registered Providers	NC
1.3	01/03/2021	Reformatted and revised	NC

## Related Documents

Reference	Title	Tier
	Housing Allocations Policy	
	Housing Strategy	

## Parsons Down Land Appropriation

<b>Committee considering report:</b>	Individual Executive Member Decisions
<b>Date of Committee:</b>	16 March 2021
<b>Portfolio Member:</b>	Councillor Ross Mackinnon
<b>Report Author:</b>	Neil Obbard – Education Development Officer
<b>Forward Plan Ref:</b>	ID3988

### 1 Purpose of the Report

To seek approval to appropriate a section of the Council’s land (Transport and Countryside) in order to facilitate the rationalisation of the Parsons Down Junior and Infant Schools on Lower Way in Thatcham.

### 2 Recommendations

The Council resolves

- 2.1 To authorise the appropriation of a section of Open Space land (currently under the control of Transport Countryside) in order to enable the Parsons Down Rationalisation Project to utilise this area for the use of foundation stage play area, under the provision of section 122 of the local government Act 1972 to enable the council to override third parties rights and easements.
- 2.2 That in doing so the Council has considered the provisions of the Equality Act 2010 and Human Rights Act 1998, so far as they might be applicable in deciding whether or not to authorise the appropriation, and with regard to Article 1 of Protocol 1 Part II of Schedule 1 of the Human Rights Act 1998, it is considered that in balancing the rights of the individuals who may be affected by the appropriation against the benefit to the community of proceeding with the appropriation, the appropriation resulting in the interference of individual rights is justified in the interests of rationalisation of the Parsons Down Schools.

### 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	It is not believed that this land appropriation will involve compensation. Powers of appropriation allow the council to extinguish rights of way, covenants and other 3rd party benefits but subject to compensation where the owners of those rights are known. In the case of this appropriation there is a restrictive

Parsons Down Land Appropriation

	covenant on the land not to build any structure on the land. The land is to be used as public open space. However this would be extinguished if appropriated.			
<b>Human Resource:</b>	None			
<b>Legal:</b>	None			
<b>Risk Management:</b>	The potential risk in the refusal of the appropriation of the land. The early years secure external area (an area for the purposes of delivering the curriculum) would have to be re-sited to another location compromising the design of the school which would delay the project and increase the financial pressure on the schools budgets			
<b>Property:</b>	N/A			
<b>Policy:</b>	N/A			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?				None
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?				None

<b>Environmental Impact:</b>				None
<b>Health Impact:</b>				None.
<b>ICT Impact:</b>				None
<b>Digital Services Impact:</b>				None.
<b>Council Strategy Priorities:</b>				<p>“Support everyone to reach their full potential and support everyone on their learning journey to achieve their best” and “by providing good accommodation that meets the needs of schools, we give them the opportunity to focus on improving outcomes and attainment for all children and young people”. By providing this strip of land it is providing the Parsons Down Partnership of schools the best location for their reception and infant play area. This will assist the schools staff team to function effectively and effectively, providing them the opportunity to deliver high quality education.</p> <p>“Making West Berkshire a great place” – By providing a rationalised site for the partnership this will provide purpose built accommodation designed for the needs of the schools. This in turn provides the schools team the opportunity to work and focus on delivering high quality levels of education to the pupils of the schools within West Berkshire.</p>
<b>Core Business:</b>				None
<b>Data Impact:</b>				None

<b>Consultation and Engagement:</b>	<p>Shiraz Sheikh - Legal Services Manager Governance &amp; Environment</p> <p>Michelle Sherman - Chartered Legal Executive – Governance &amp; Environment</p> <p>Paul Hendry – Countryside Manager</p>
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## 4 Executive Summary

- 4.1 This report seeks the approval of the Councillor Ross Mackinnon to authorise the appropriation of land controlled by the Council (Countryside) as Open Space on Lower Way Thatcham (appendix C).
- 4.2 To assist with the rationalisation capital project of the Parsons Down Junior and Infant school site to enable the school to function efficiently and effectively as single form of entry primary schools.
- 4.3 If the section of land is appropriated then this will allow the school to locate the foundation play secure external area in a logical and clear position which will be of benefit to the partnership of schools and pupils.

## 5 Supporting Information

### Introduction

- 5.1 This report seeks the approval of the council to authorise the appropriation of land owned by the Council (Highways and Countryside) as Open Space on Lower Way Thatcham to facilitate the development on the existing Parson Down Partnership Schools site.

### Background.

- 5.2 The Parsons Down Partnership is made up of two schools. An Infant school and a Junior school on the same geographical site. The site was originally designed as a 3FE (Form Entry) site with a pupil capacity of 630 pupils. Currently the schools are operating as a 2FE site the pupil capacity of 420. Due to the changing demographics of the local area and falling pupil numbers across Thatcham the rationalisation projects aim is to reduce the schools size further to 1FE but to ensure the external space of the school can accommodate a 2FE school for potential future growth. The financial burden of continuing to operate two separate school sites with buildings capable of intake of 3FE will continue to have a significant impact on the schools desire to deliver outstanding quality educational needs to mainstream infant/ primary school aged pupils in the local area.



- 5.3 A feasibility study for the project (appendix B) has been produced with consultation with the stakeholders, to evaluate the best method of combining the two schools within the partnership to allow the schools to reduce in size from 2FE to 1FE. This will allow the partnership to operate in a financially efficient manner enabling the partnership to move out of deficit budget and providing the schools more opportunity to positively develop with improved facilities and reduced maintenance burdens. The external space of the schools will be kept at a 2FE size to allow potential future expansion. Providing the schools with a logical and practical flow has been a key design element and this includes the location of the classrooms. With the reception and infant classrooms situated to the south of the remaining junior school building it is logical to keep the associated secure outdoor area as close to this location as possible. This is the reason for the request of the appropriated strip of land. The strip of land will provide the space needed, in the right location for the younger class groups to access this area with ease without having to travel further than required.

### Proposal.

- 5.4 The proposal is that the strip of land is appropriated to education to enable the Foundation Stage secure external area to be located close to the Foundation Stage classrooms

## 6 Other options considered

- 6.1 The other option to appropriating the land is to locate the early years play area to the western corner of the current junior school building. As the Foundation Stage curriculum takes place both inside and outside and thus direct access to a secure area is required to enable a “free flow” between classroom and external area.

## 7 Conclusion

- 7.1 The appropriation of the strip of land will provide a significant benefit to the school. It will allow the school to operate in a logical orderly way and support the school team to assist in providing high quality education for its pupils. Other options would compromise the Foundation Stage teaching and learning or increase cost due to increased remodelling works.

## 8 Appendices

- 8.1 Appendix A – Equalities Impact Assessment
- 8.2 Appendix B – 6004-F-01 Rev D – Feasibility Report
- 8.3 Appendix C – 6004-P-116 Proposed Site Plan
- 8.4 Appendix D – 6004-W-140A - Proposed Site Plan – Foundation External Area

**Subject to Call-In:**

Yes:  No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

**Wards affected:**

Thatcham West

**Officer details:**

Name: Mr Neil Obbard  
Job Title: Education Development Officer  
Tel No: 01635 519306  
E-mail: neil.obbard@westberks.gov.uk

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**Document Control**

Document Ref:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

**Change History**

Version	Date	Description	Change ID
1			
2			

## Appendix A

### Equality Impact Assessment (EqIA) - Stage One

<b>What is the proposed decision that you are asking the Executive to make:</b>	To permit the appropriation of a strip of land from Highways open space to Education
<b>Summary of relevant legislation:</b>	Section 122 of the local government Act 1972
<b>Does the proposed decision conflict with any of the Council's priorities for improvement?</b> <ul style="list-style-type: none"> <li>• Ensure our vulnerable children and adults achieve better outcomes</li> <li>• Support everyone to reach their full potential</li> <li>• Support businesses to start develop and thrive in West Berkshire</li> <li>• Develop local infrastructure including housing to support and grow the local economy Maintain a green district</li> <li>• Ensure sustainable services through innovation and partnerships</li> </ul>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Name of Budget Holder:</b>	Mark Lewis
<b>Name of Service/Directorate:</b>	Education
<b>Name of assessor:</b>	Neil Obbard
<b>Date of assessment:</b>	05/11/2020
<b>Version and release date (if applicable):</b>	

Is this a .... ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

**(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?**

**Parsons Down Land Appropriation**

<b>Aims:</b>	To appropriate a strip of land on the southern Boundary of the Parsons Down Partnership of Schools to provide an area for Foundation Stage external area.
<b>Objectives:</b>	To gain approval to appropriate the land.
<b>Outcomes:</b>	To provide a necessary secure external area for the foundation stage.
<b>Benefits:</b>	It will provide a secure external foundation stage area. As the Foundation Stage curriculum takes place both inside and outside and thus direct access to a secure area is required to enable a “free flow” between classroom and external area.

**(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?**

*(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)*

<b>Group Affected</b>	<b>What might be the effect?</b>	<b>Information to support this</b>
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	None	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
<b>Further Comments:</b>		

**(3) Result**

**Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?**

Yes  No

**N/A**

<b>Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
N/A	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqIA 2.

If an EqIA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqIA guidance and template – <http://intranet/index.aspx?articleid=32255>.

<b>(4) Identify next steps as appropriate:</b>	
<b>EqIA Stage 2 required</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Owner of EqIA Stage Two:</b>	
<b>Timescale for EqIA Stage Two:</b>	

Name: Neil Obbard

Date: 30/11/2020

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.

**Appendix B**

**6004-F-01 Rev D – Feasibility Report**

Attached

**Appendix C**

**6004-P-116 Proposed Site Plan**

Attached

**Appendix D**

**6004-W-140A - Proposed Site Plan - Foundation External Area**

Attached



## Parsons Down Partnership - 1FE Feasibility Report for West Berkshire Council

## 0. Contents Page

### 1. Introduction

- 1.1 Project Brief
- 1.2 Feasibility Structure
- 1.3 Schedule of Accommodation Version 2 1FE

### 2. Site Analysis

- 2.1 Desktop study
- 2.2 Pedestrian and Vehicular movement
- 2.3 Existing Plans
- 2.4 Incoming Services Check

### 3. Options Appraisal

- 3.1 Early Considerations
- 3.2 Meeting between Neil Obbard and Catherine Bull on 22 Jun 2020

### 4. Appendices

- 4.1 West Berkshire Council Project Brief Version 2.2
- 4.2 6004-F-01 Rev A Feasibility Report (Inc. sub-appendices)

## Revisions

- 04.02.19 JCH Issued for comment in advance of final meeting
- A - 20.02.19 JCH Revised to suit comments from final meeting
- B - 14.08.20 JW/JP Updated to reflect revised Project Brief
- C - 19.08.20 JW/JP Updated to reflect Client comments in advance of final meeting

D- 15.12.20 SW/JP Updated to reflect Client comments



# 1. Introduction

## 1.1 Project Brief

The Parsons Down Partnership is made up of two neighbouring school sites, Infants and Juniors, in Thatcham, Newbury. The current combined pupil capacity has been reduced from 3FE to 2FE in September 2019 due to demographic changes within the local area. The current school has a current capacity of 630 pupils, however it currently has on roll only 403 pupils. The demographic forecast indicates that as a result of limited pupils in the area (due to reduced inward movement and an aging local population) Parsons Down Partnership is failing to fill its pupil capacity from its catchment area and will no longer be getting the intake of pupils to fill its 2FE capacity. This has resulted in a decision to reduce the pupil intake further to 1FE entry.

Quattro Design Architects have been appointed to conduct a feasibility study for West Berkshire Council to explore how the Parsons Down Partnership Junior and Infants sites could be consolidated/ rationalised further into one 1FE school building but with reserved areas for future 2FE building extensions and external areas. This study follows from the previous 2FE Feasibility Report, conducted by Quattro Design Architects in February 2019, which is attached in Appendix 2.2

Key Points of the Revised 1FE Project Brief:

- Due to demographic pressures in the geographical area of Parsons Down resulting in a much lower pupil forecast, a decision has been made by the school to reduce the Pan further from 2FE to 1FE from ideally September 2022 or as soon as possible. The school is currently faced with the financial burden of two sites with reduced pupil numbers. The modified Parsons Down Partnership of schools is to be under the same roof but two separate schools similar to the original plan. There will be challenges faced to ensure that there is space for the existing cohorts as the Parsons Down reduced their pan to 2FE in September 2019.
- The thoughts are that in a number of years Parsons Down may increase its pan back to 2FE so the overall site will need to be kept to the size of a 2FE site (BB103 guidelines) however the school building will need to be 1FE for this project. This possible expansion should be taken into account for the key elements of the school which are already 2FE sized (like school hall, kitchen, reception areas etc.) which should remain at similar size to support any future 2FE expansion. 1FE rationalisation studies also explore how new 1FE site could be simply expanded to 2FE in the future. These studies are presented in Stage 2 Report produced by Quattro Design Architects which reviews the suitability of the Junior School, provides options for extensions, a review of the external spaces, and then explores the asset value of the remaining land.
- Parking arrangements identified in the masterplan will need to be carefully reviewed for their viability due to the reduction of pupils and staff on site but also for future 2FE expansion. The new masterplan take this into account.

- Land appropriation of the highways land to the south of the site will still be required for the design of Early Years external spaces at 1FE stage.
- The masterplan designs already produced for the project will need modification to ensure that the new project aim of 1FE stage and potential later 2FE stage expansion (internal refurbishment / new extensions and external spaces) for the school is met.
- Redundant Infant School buildings to be demolished at the appropriate project phase.

The full Project Brief Version 2.2 can be found in the Appendices section 2.1 of this report.

## 1.2 Feasibility Structure

Quattro Design Architects were advised in September 2019 that the original Project was to be postponed. Subsequently a new brief for the rationalisation of Parsons Down Schools to a 1FE School was issued to Quattro Design Architects on 20th April 2020. This version of the Feasibility Report (Rev B) acts as a summary update to reflect the revised Project Briefing document; refer to Appendix 2.1

The desktop studies and site investigations undertaken by the design team as part of the previous project brief are still relevant and therefore included as Appendix 2.2 for reference.

Numerous meetings were held over the course of May to August 2020 between West Berkshire Council, key members of Parsons Down Partnership and Quattro Design Architects to confirm the project brief; it was concluded that the provision of Nursery accommodation will be excluded from the scheme.

## 1.3 Schedule of Accommodation Version 2.1 1FE

West Berkshire Council produced an updated accommodation schedule for the consolidated 1FE school site, based on BB103 requirements. This schedule excludes Nursery accommodation; refer page 4 for the updated SoA Version 2.1 1FE.

1.3 Accommodation Schedule

190220 PDP Accom Schedule v2.1 1FE.xlsx

Page 1

Parsons Down School - Rationalisation (Nursery Class Addendum) Accom Schedule v2 1FE												
	Existing Areas					BB 103		Design Requirement		Comments		
	Space	Room Reference	Area per Space (m2)	Group Size	Number	Total	Area per Space	Group Size	Number		Total	
<b>Net Areas</b>												
Basic Teaching Areas	<b>Basic Teaching Areas</b>											
	Classroom	GA044	59	1	59	62	3	186	62	3	186	Classrooms should be arranged so that there is logical progression by year group e.g. Nursery, Foundation, Y1, Y2 and so on.
		GA047	58	1	58	55	4	220	55	4	220	
		GA048	52	1	52							
		GA029	56	1	56							
		GA054	60	1	60							
		GA092	50	1	50							
		GA063	58	1	58							
		GA082	62	1	62							
		GA062	56	1	56							
		GA060	62	1	62							
		GA059	59	1	59							
	Community & Music Room	GA032	52	1	52							
	<b>Specialist Practical Areas</b>											
	ICT Classroom	GA052	39	1	39	62	1	62	62	1	62	
DT and Art Area	GA074	40	1	40	62	1	62	62	1	62		
Twilight Before & After School Club					52	1	52	52	1	52		
<b>TOTAL BASIC TEACHING AREA</b>					14	763	<b>530</b>		<b>10</b>		<b>582</b>	
Hall Areas	<b>Hall Areas</b>											
	Main Hall	GA023	174	1	174	174	1	174	174	1	174	For a whole school assembly, with pupils sitting on the floor, the school requires minimum of 163m2 of hall space
	Studio											
<b>TOTAL HALLS AREA</b>					174		<b>174</b>		<b>174</b>			
Learning Resource Areas	<b>Learning Resource Areas</b>											
	Library	GA039	38	1	38	20	1	20	20	1	20	Learning Resource areas need to be arranged so that they are flexible for a variety of uses i.e. delivering learning support for SEN and emotional and behavioural needs. This includes for Family Support and Art Therapy. This needs to be found within the m2 allocated within the design requirement. Open sick bay to be located near MI room and washing facilities.
	Discovery (SEN Room)	GA079	25	1	25	11	5	11	11	5	11	
	Small Group Rooms	GA055	14	1	14	9	2	18	9	2	18	
	MI Room/Family Support/Group Room	GA024	13	1	13	12	1	12	12	1	12	
	Art Therapy/Group Room	GA010	16	1	16			0			0	
	Sick Bay					4	1	4	4	1	4	
								0			0	
	SENCO Inclusion Office/ Group Room	GA073	10	1	10	10	1	10	10	1	10	
	<b>TOTAL LEARNING RESOURCE AREA</b>					115		<b>74</b>		<b>74</b>		
<b>TOTAL TEACHING AREA</b>					1952		<b>778</b>		<b>830</b>			
Staff & Admin Areas	<b>Staff &amp; Admin Areas</b>											
	Lobby	GA002	5	1	5	5	1	5	5	1	5	On a circulation route which removes circa 27m2
	Reception Office		6	1	6	6	1	6	6	1	6	
	Staff Room	GA001	40	1	40	40	1	40	40	1	40	
	Staff Area/PPA	GA046	14	1	14	14	1	14	14	1	14	
	TA Work Area	GA041	21	1	21							
	Reprographics	GA071	7	1	7	7	1	7	7	1	7	
	SATs Assessment Room	GA056	6	1	6			0			0	
	General Office	GA009	12	1	12	12	1	12	12	1	12	
	Interview Room	GA006	9	1	9	6	1	6	9	1	9	
	Head's Office	GA065	12	1	12	16	1	16	12	1	12	
	Assistant Head Office					9	1	9	9	1	9	
	Caretaker's Office					8	1	8	8	1	8	
	<b>TOTAL STAFF &amp; ADMIN AREA</b>					131		<b>117</b>		<b>122</b>		
	Storage Areas	<b>Storage Areas</b>										
<b>Teaching Storage</b>												
Store		GA035	2	1	2	1	7	7	1	7	7	
PE Store		GA030	10	1	10	17	1	17	17	1	17	
Store		GA031	3	1	3							
Store		GA033	2	1	2							
Store		GA005	1	1	1							
Store		GA049	2	1	2							
Store		GA090	1	1	1							
Store		GA091	3	1	3							
Resource		GA069	9	1	9	9	1	9	9	1	9	
Store		GA007	1	1	1							
Store		GA042	1	1	1							
Store		GA045	1	1	1							
Resource		GA067	9	1	9	9	1	9	9	1	9	
Store		GA087	2	1	2							
Store		GA080	2	1	2							
Store		GA083	2	1	2							
Store		GA081	2	1	2							
Cloakroom		GA089	5	1	5							
Store		GA075	2	1	2							
Store		New										
Specialist Walk In Store						5	1	5	5	1	5	
Nursery Store									5	1	5	
<b>Non-Teaching Storage</b>												
Cloakroom		GA034	5	1	5	3	7	21	3	7	21	
Community Space Cloakroom		GA036	4	1	4							
Cloakroom		GA077	4	1	4							
Cloakroom		GA078	4	1	4							
Cloakroom		GA086	4	1	4							
Cloakroom		GA085	4	1	4							
Cloakroom		GA084	5	1	5							
Cloakroom		GA053	8	1	8							
Store		GA028	2	1	2							
Store		GA070	1	1	1							
Store		GA066	1	1	1							
Store		GA021	4	1	4							
Secure Storage		GA037	4	1	4	12	1	12	12	1	12	

Page 1 of 2

	Existing Areas					BB 103				Design Requirement				Comments	
	Space	Room Reference	Area per Space (m2)	Group Size	Number	Total	Area per Space	Group Size	Number	Total	Area per Space	Group Size	Number		Total
Storage	Secure Storage	GA038	3	1	3										
	Store	GA013	2	1	2										
	Store	GA088	5	1	5										
	External PE Store	GC001	8	1	8	4	1	4		8	1	8			
	Store	GB001	8	1	8										
	Store	GD001	1	1	1										
	Store	GD002	1	1	1										
	Hall Furniture Store	GA040	6	1	6	14	1	14		14	1	14			
	Mobility Bay Storage					5	2	10		5	2	10			
	Central Store (Bulk Stock)					12	1	12		12	1	12			
	Maintenance/Caretaker Store	Existing	7	1	7	10	1	10		7	1	7			
	Cleaner's Store					2	3	6		2	3	6			
	Store	GA008	1	1	1										
	<b>TOTAL STORAGE AREA</b>					<b>150</b>				<b>118</b>				<b>142</b>	
<b>TOTAL NET AREA</b>					<b>1333</b>				<b>1013</b>				<b>1094</b>		
<b>Non-Net Areas</b>															
Kitchen and Servery	<b>Kitchen and servery</b>														
	Kitchen	GA015	50	1	50	47	1	47		50	1	50			
	Store	GA019	0.4	1	0	0	1	0		0.4	1	0			
	Store	GA018	3	1	3	3	1	3		3	1	3			
	Office	GA016	7	1	7	7	1	7		7	1	7			
	Staff Toilet	GA017	2	1	2	2	1	2		2	1	2			
	<b>TOTAL KITCHEN AND SERVERY</b>					<b>63</b>		<b>59</b>		<b>63</b>		<b>63</b>			
Toilets	<b>Toilets (&amp; personal care)</b>														
	Pupil Toilets (& personal care)	GA026	8	1	8	4	6	24		8	1	8			No new toilets required. BB103 requirements are 3 toilet fittings for nursery and 11 toilet fitting for KS1 and KS2
		GA027	8	1	8	18	2	36		8	1	8			
		GA020	2	1	2					2	1	2			
		GA050	6	1	6					6	1	6			
		GA076	11	1	11					11	1	11			
		GA057	12	1	12					12	1	12			
		GA064	11	1	11					11	1	11			
	Nursery									12	1	12			
	Sink in FSW/SENCO	GA043	1	1	1					1	1	1			
	Staff/Accessible Toilet	GA011	5	1	5	6	2	12		5	1	5			Has shower in it
		GA012	10	1	10					10	1	10			
	Accessible Toilet					9	1	9		6	1	6			School should have an accessible toilet. Normally this is shared with staff toilet provision.
	Hygiene Room					3	1	3		9	1	9			With fixed hoist, a/c toilet and changing bed
Visitor Toilet														To be shared with staff toilets.	
<b>TOTAL TOILETS (&amp; PERSONAL CARE)</b>					<b>72</b>		<b>84</b>		<b>99</b>		<b>99</b>				
Circulation, Plant and Partitions	<b>Circulation, Plant and Partitions</b>														
	<b>Circulation</b>														
		GA025	53	1	53	net area		203		net area		219			
		GA051	44	1	44										
		GA058	24	1	24										
		GA004	9	1	9										
		GA061	64	1	64										
		GA002	27	1	27										
		GA039	10	1	10										
		GA003	7	1	7										
		Taken from Reception													
	<b>Plant (incl. server) &amp; Partitions</b>														
		Plant (incl. server)	GA022	16	1	16	net area		20		net area		22		
		Electrical Cupboard	GA014	2	1	2									
	Electrical Cupboard	GA058	1	1	1										
	Partitions	net area x 0.05			67	net area		51		net area		55			
<b>TOTAL CIRCULATION, PLANT AND PARTITIONS</b>					<b>334</b>		<b>274</b>		<b>295</b>		<b>295</b>				
<b>TOTAL NON-NET AREA</b>					<b>468</b>		<b>417</b>		<b>457</b>		<b>457</b>				
<b>TOTAL GROSS INTERNAL AREA</b>					<b>1881</b>		<b>1430</b>		<b>1551</b>		<b>1551</b>				
Playing Fields	<b>External Areas</b>														
	Soft P.E.			1	0	8 400	420	1	8400	8400	420	1	8400		Space required to meet min 2FE BB103 guidelines
	Hard Outdoor P.E.			1	0	1030	420	1	1030	1030	420	1	1030		Space required to meet min 2FE BB103 guidelines
	Hard Informal Social			1	0	620	420	1	620	620	420	1	620		Space required to meet min 2FE BB103 guidelines
	Soft Informal and social			1	0	1440	420	1	1440	1440	420	1	1440		Space required to meet min 2FE BB103 guidelines
	Habitat			1	0	210	420	1	210	210	420	1	210		Space required to meet min 2FE BB103 guidelines
	<b>TOTAL OUTSIDE SPACE</b>					<b>0</b>		<b>11700</b>		<b>11700</b>		<b>11700</b>			
<b>Total Project Area</b>									<b>11 700</b>						



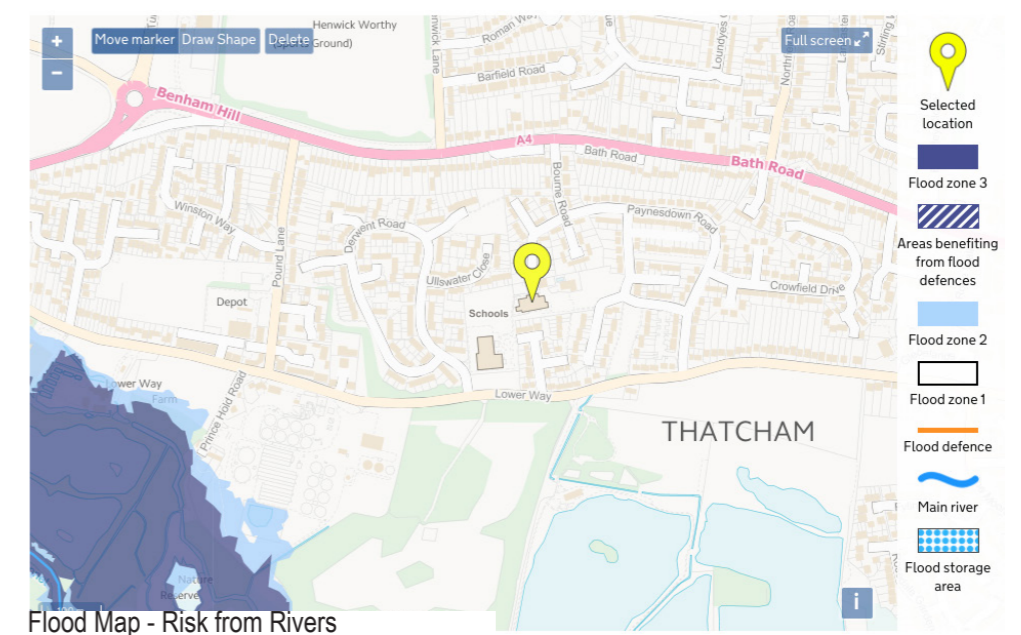
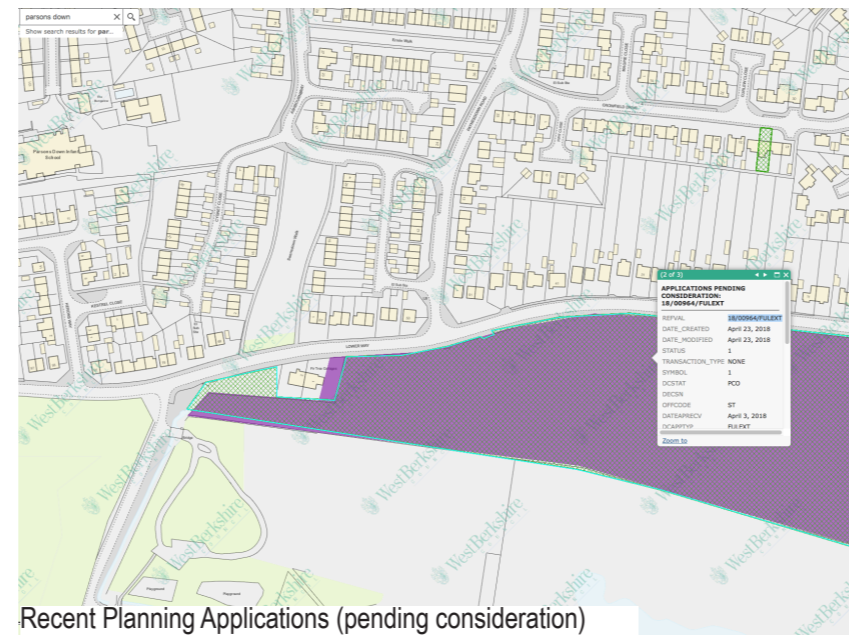
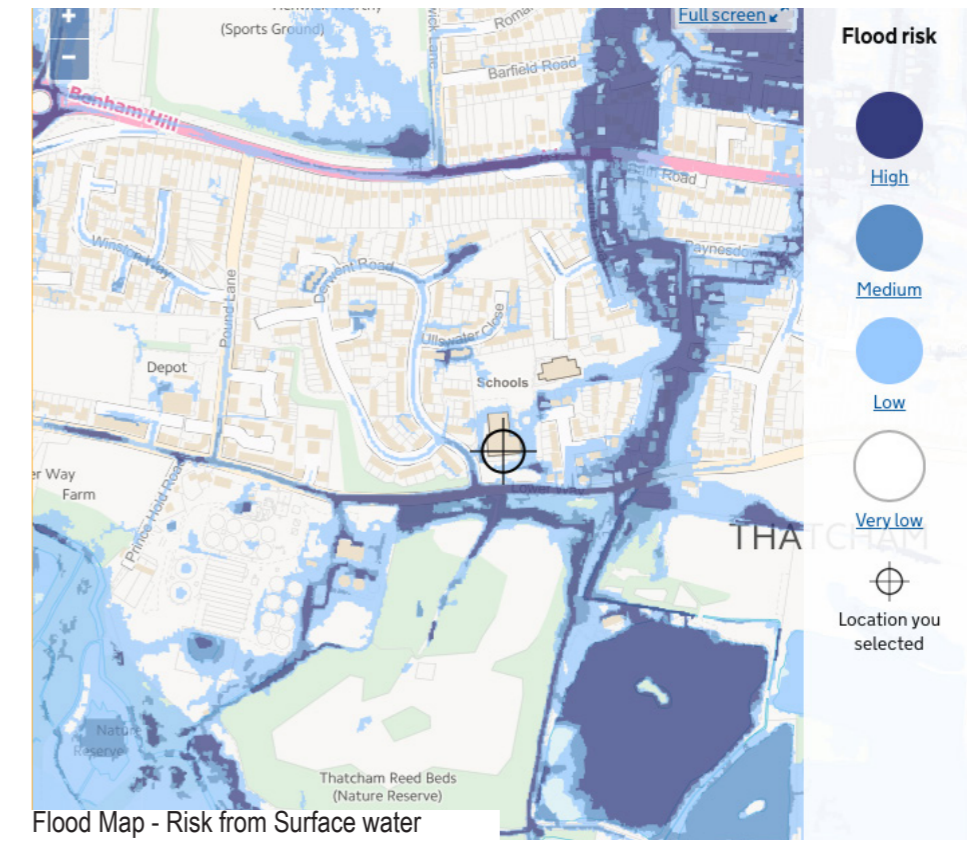
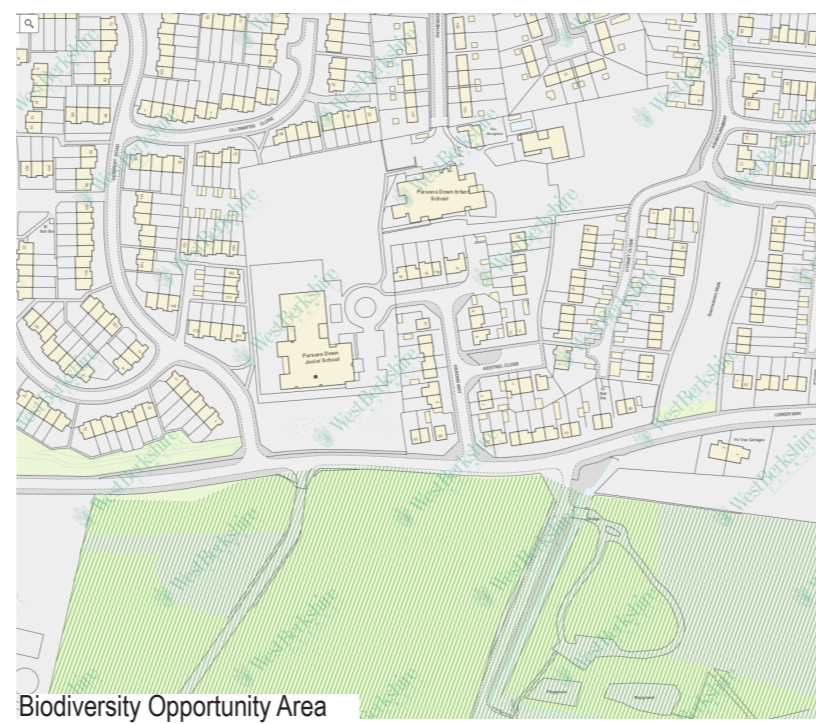
## 2. Site Analysis

## 2. Site Analysis

### 2.1 Desktop Study

A desktop study was conducted to gather relevant information about the site and surrounds.

- Tree Preservation Orders
- Biodiversity
- Flood Risk
- West Berkshire owned land (or for the purpose of this feasibility, known as 'Highways land')
- Other relevant planning applications



## 2. Site Analysis

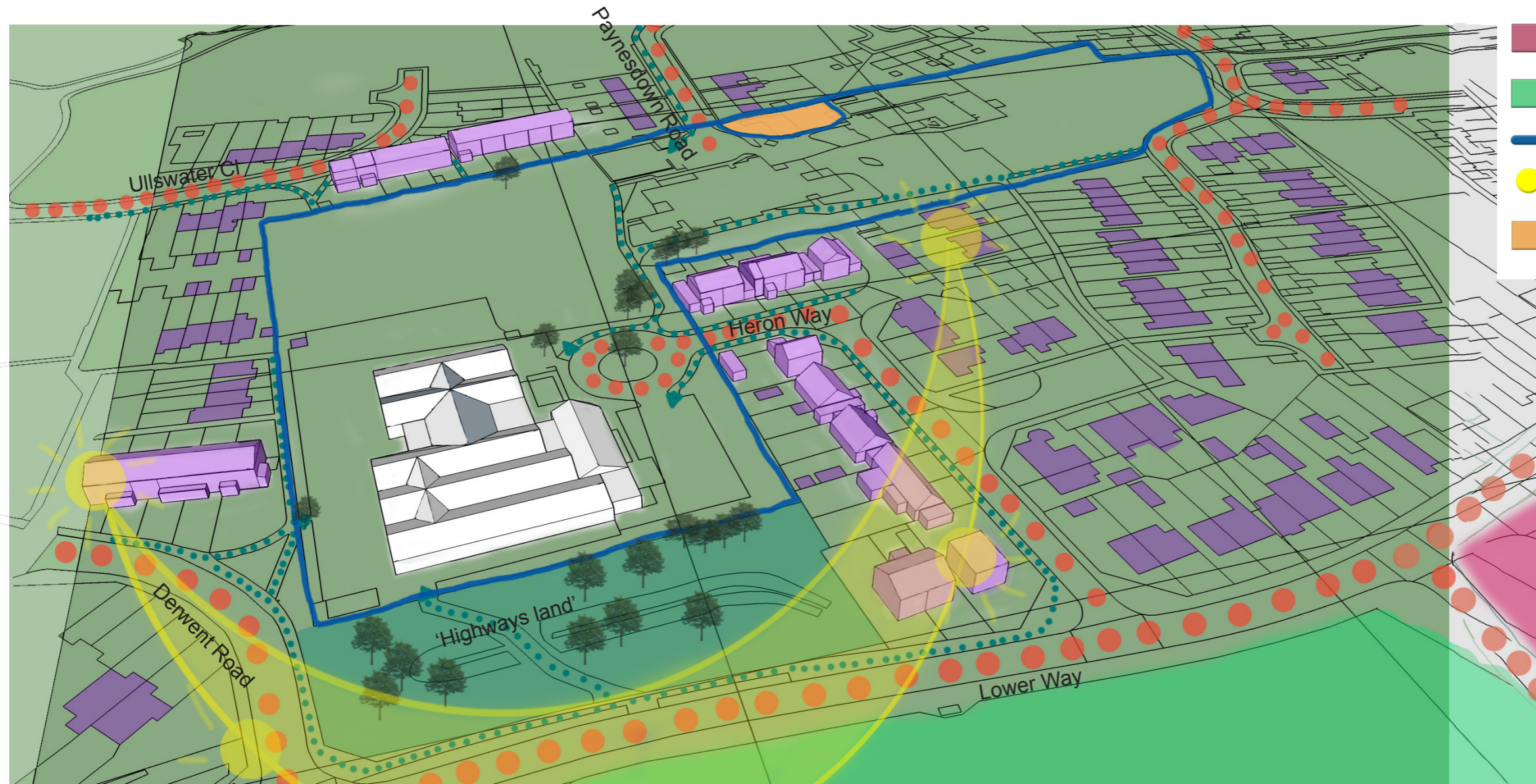
### 2.1 Desktop Study continued

Wider context studies constraints of the site such as

- Sun path
- Roads
- Footpaths
- Boundaries
- Neighbouring buildings

#### Key

- Residential Houses
- Roads
- Footpaths
- Highways Land
- Residential Planning Development
- Biodiversity Opportunity Area
- Boundary
- Sun Path
- Caretaker's bungalow



Site Analysis - Wider Context



2.3 Existing Plans - Site



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PROJECTS

Parsons Down Feasibility

SCALE 1:500@A1

CLIENT

West Berkshire Council

DATE

DRAWING TITLE

Existing Site Plan

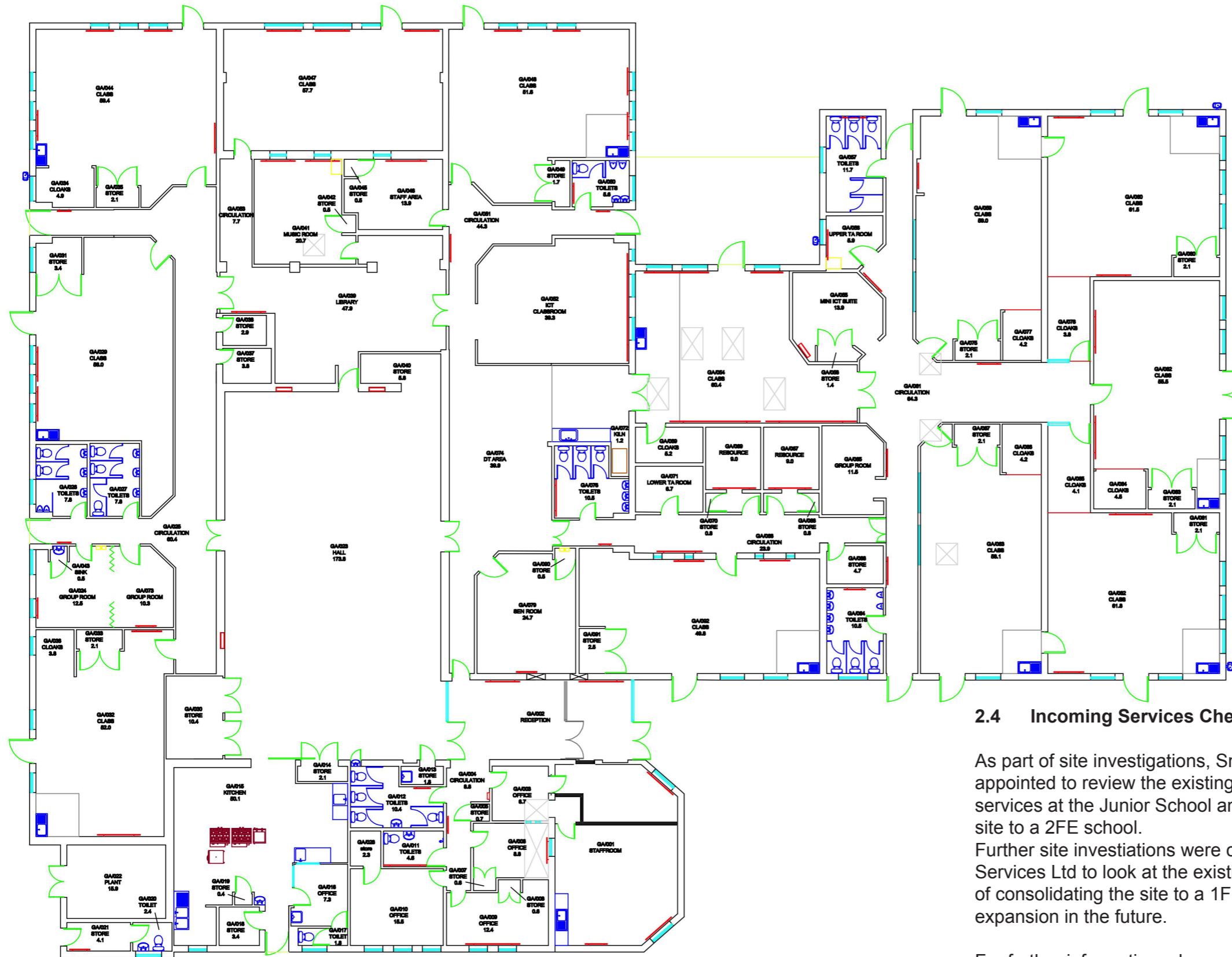


DRAWING NO. 6004-F-002

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2.3 Existing Plans - Junior School (asset plans provided by WBC)



2.4 Incoming Services Check

As part of site investigations, Smith Consult were historically appointed to review the existing incoming mechanical and electrical services at the Junior School and the feasibility of expanding the site to a 2FE school. Further site investigations were commenced by Withycombe Design Services Ltd to look at the existing primary servicing and feasibility of consolidating the site to a 1FE school, with potential 2FE expansion in the future.

For further information, please refer to Mechanical and Electrical Feasibility Report by Withycombe Design Services Ltd included in Stage 2 Report.

### 3. Option Appraisal

#### 3.1 Early Considerations

### 3. Options Appraisal

#### 3.1 Early Considerations - Option 1

Initial sketches for two 1FE school options with future 2FE expansion were presented to West Berkshire on 19th May 2020 for comments.

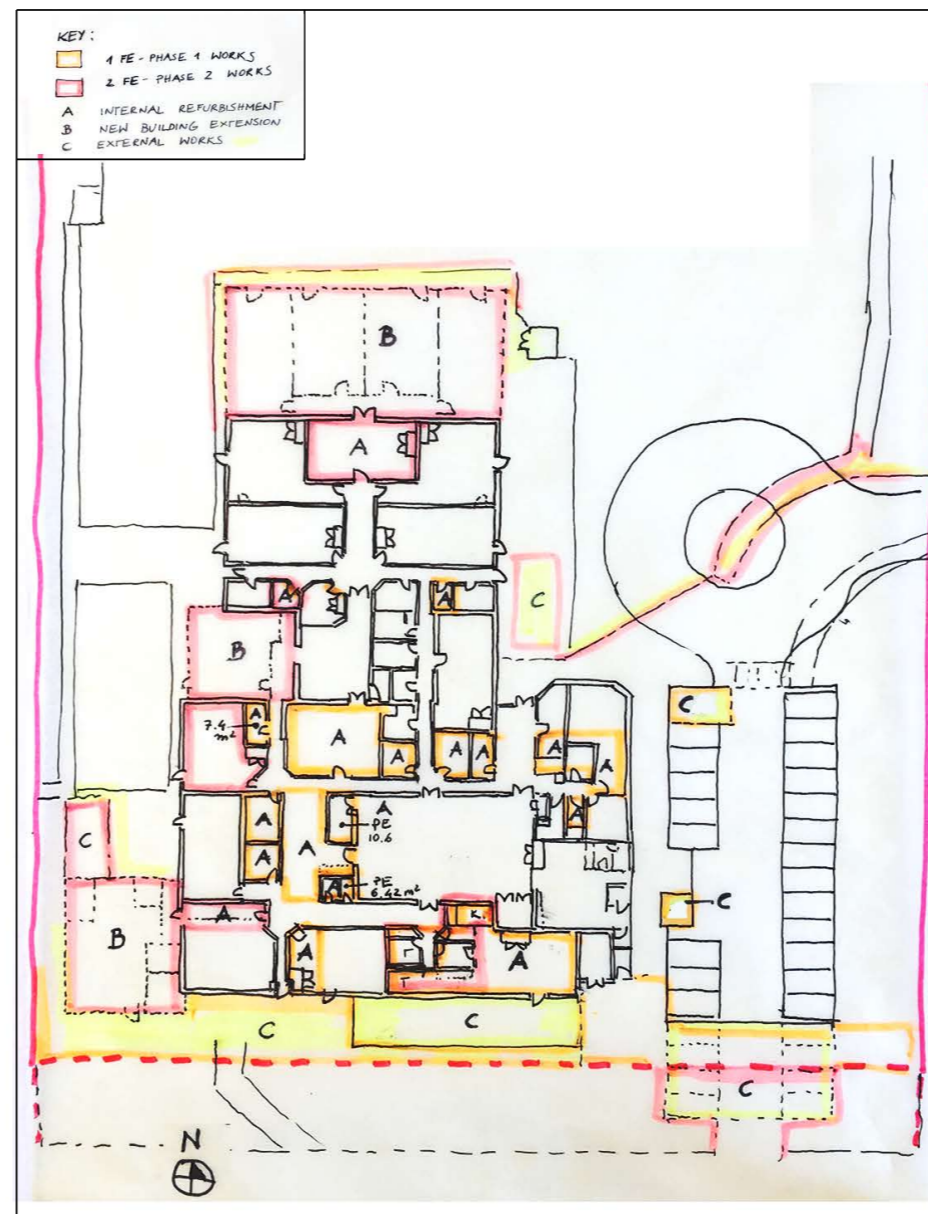
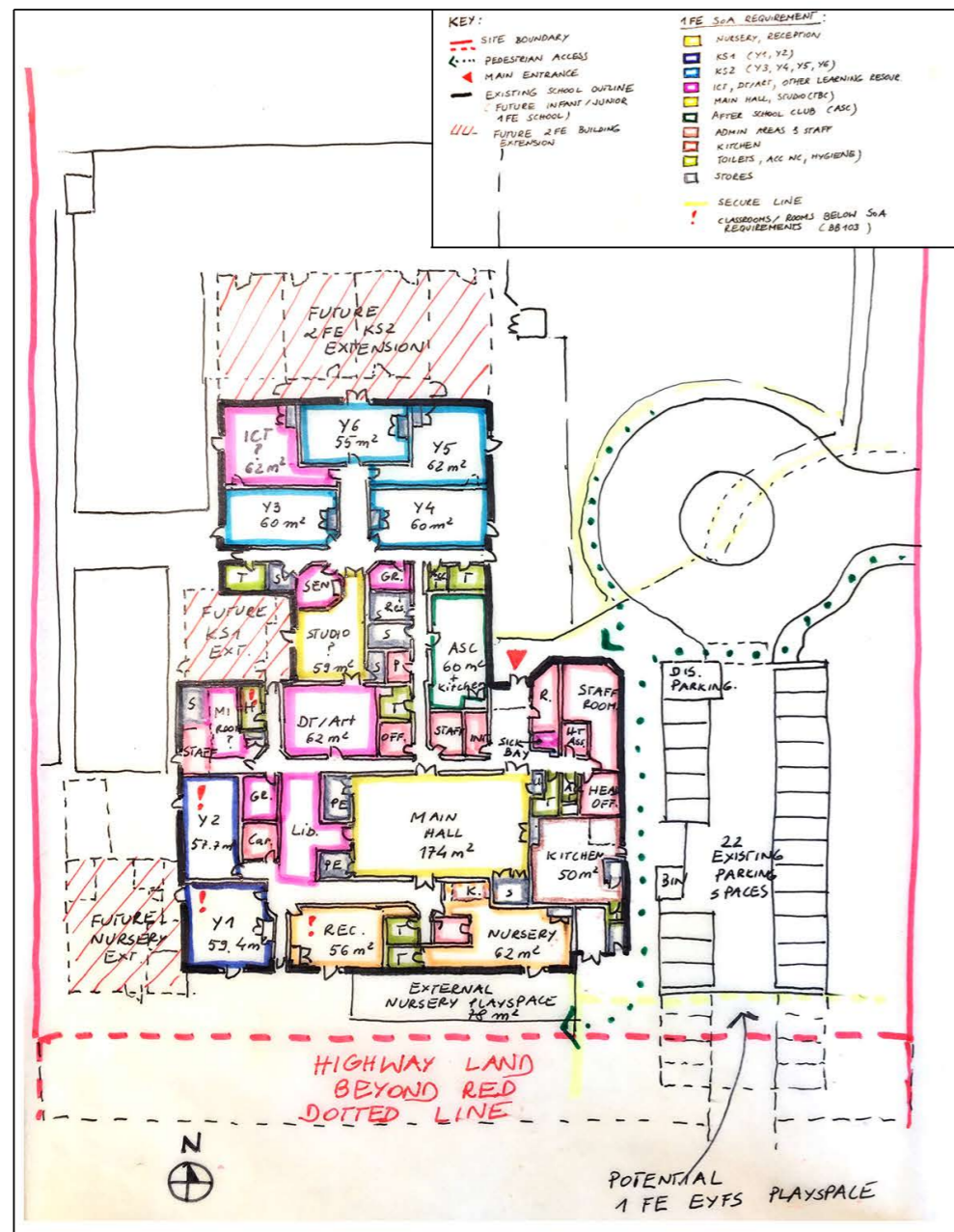
**Option 1** was based on floor plan 6004-F-117D Option 2d, historically preferred by the School during previous 2FE feasibility study and on 6004-F-101E External Areas Analysis Option 2. Both drawings are shown in Appendix 4.2.

#### Summary

- Option based on SoA Version 2 1FE
- Nursery and future 2FE extension located on the preferred south side of the building
- Existing Studio (not part of above SoA) and Library shown as per existing plan. ASC used at the studio space.
- Appropriation of Highway land required at 2FE stage for future EYFS spaces
- Existing car park extended south for future 2FE expansion
- Future 2FE extensions located in preferred locations
- Existing 22 car parking spaces kept at 1FE stage

#### Feedback:

- Using Highways land for 1FE not preferred (longer programme)
- Time-frame for transferring is unknown if Highways land is included (6 months or more)- bigger risk to the project.
- Highways land appropriation might not be accepted or equal amount of land in return might be requested.
- No indication from the School whether they would like the use of the Highways land following the reduction of the scheme from 2FE to 1FE.
- Floor plan Option 1 to be presented to the School for feedback



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**PROJECTS**  
Parsons Down Feasibility

**CLIENT**  
West Berkshire Council

**DRAWING TITLE**  
Proposed 1FE GF Plan with Future 2FE Extension - Option 1

**SCALE**  
NTS @A3

**DATE**

**DRAWING NO.**  
6004-SK-190520-01

**REV**

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### 3. Options Appraisal

#### 3.1 Early Considerations - Option 2

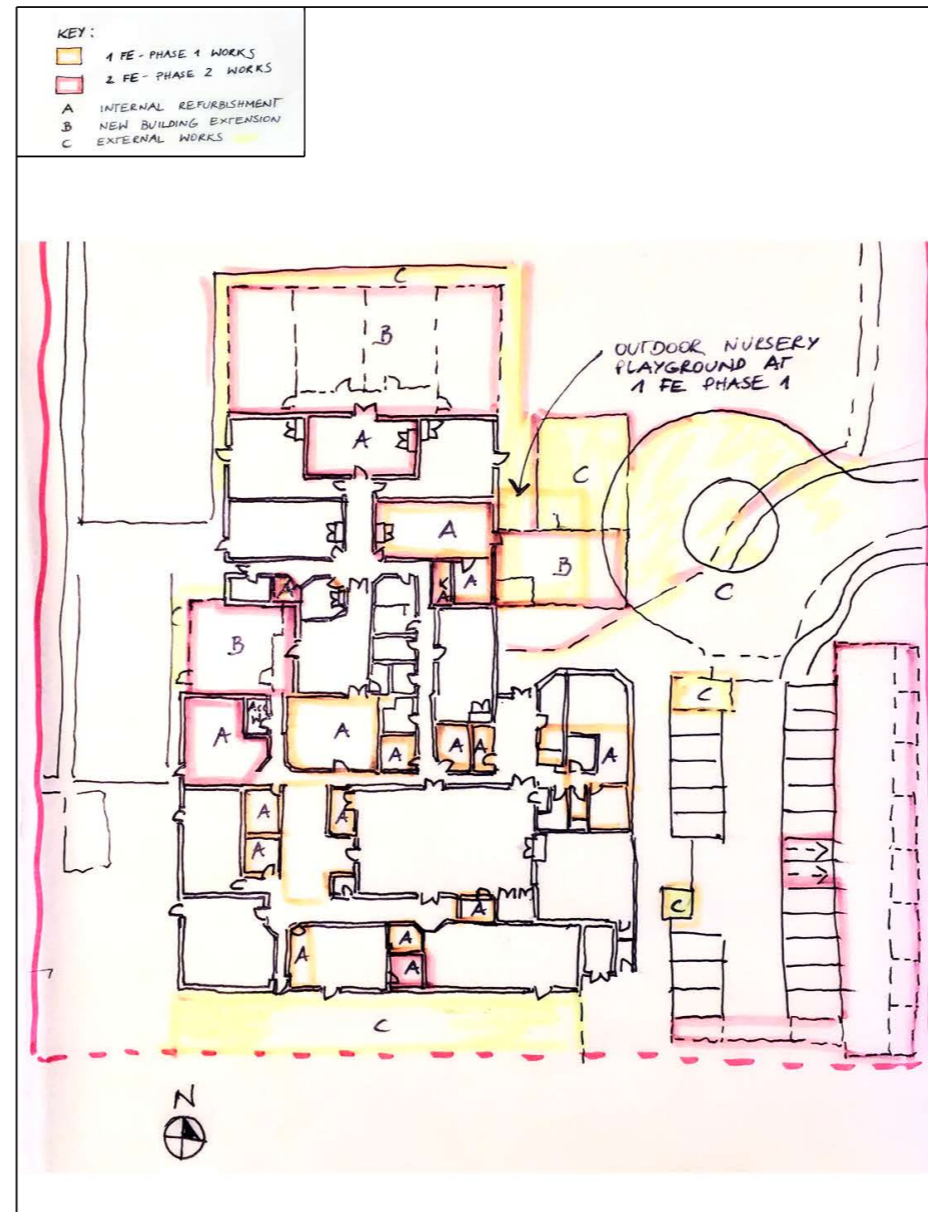
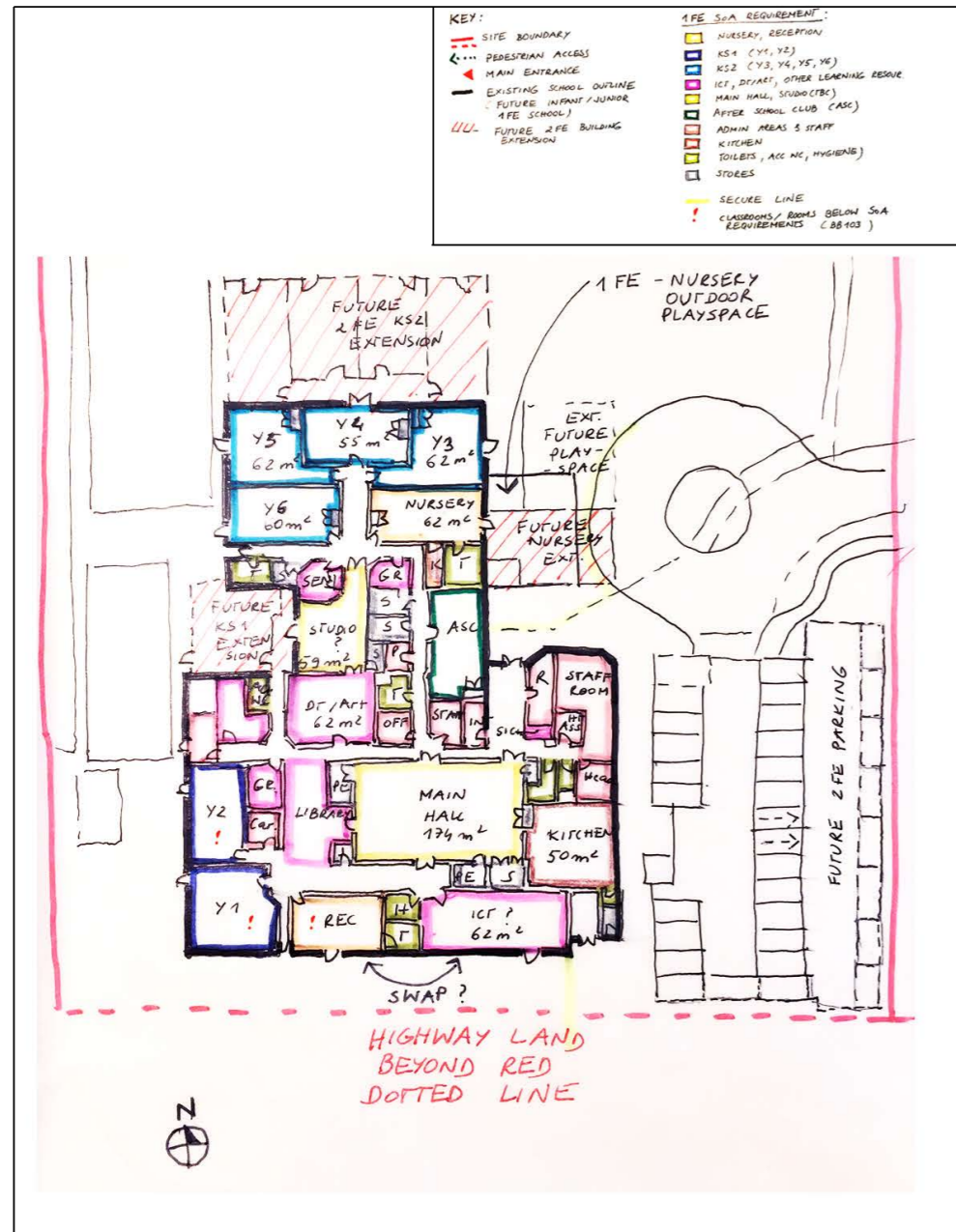
Option 2 moved away from historically preferred 2FE Options.

#### Summary

- Option based on SoA Version 2 1FE
- Nursery and future 2FE nursery extension located on the east side of the building
- Appropriation of Highway land not required at 2FE stage
- Existing car park extended towards east site boundary for future expansion
- Some future 2FE extensions located in preferred locations, with the exception of nursery extension

#### Feedback:

- Not using Highways land for 1FE preferred option
- Risk of time-frame for transferring and acceptance of land appropriation omitted.
- The external areas will need to be able to accommodate the school if expanded to 2FE in the future
- Less disposal land for future housing as this will be reserved for future 2FE external areas
- Future parallel parking for 8 cars will be expensive as the retaining wall would have to be created for the neighbouring housing
- Floor plan Option 2 to be presented to the School for feedback



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<b>PROJECTS</b> Parsons Down Feasibility	<b>CLIENT</b> West Berkshire Council	<b>DRAWING TITLE</b> Proposed 1FE GF Plan with Future 2FE Extension - Option 2	<b>DRAWING NO.</b> 6004-SK-190520-02	<b>REV</b>
<b>SCALE</b> NTS @A3	<b>DATE</b>		Mathews Warehouse, High Orchard Street Goucester Quay, GL2 5QY T: (01452) 424234	

### 3. Options Appraisal

#### 3.1 Early Considerations- Site Wide Analysis for Option 1

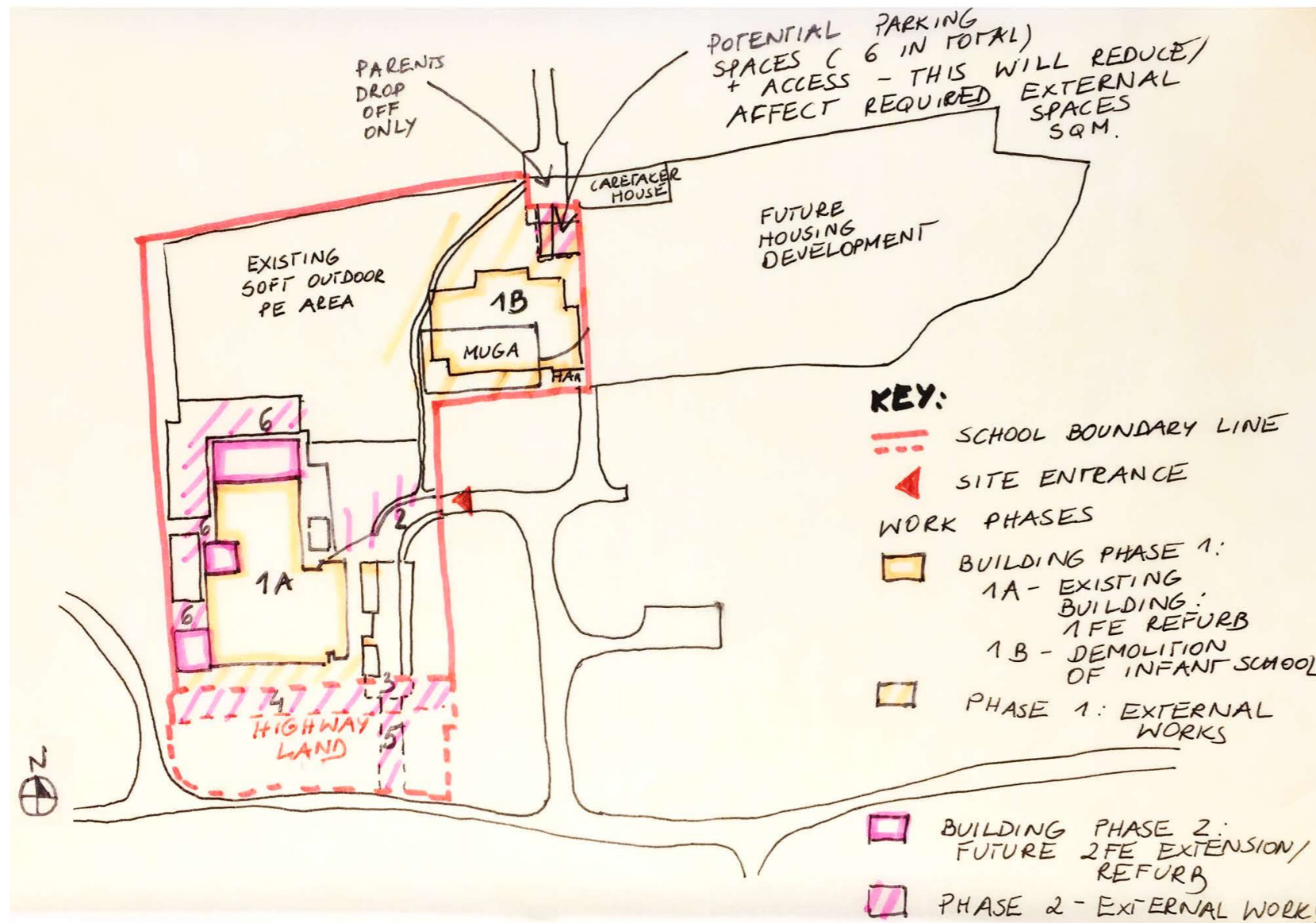
Initial site wide analysis was based on historically preferred 2FE 6004-F-101E External Areas Analysis Option 2 and was linked with the above Option 1. Below sketch was presented to West Berkshire on 19th May 2020 for comments.

#### Summary

- 1FE and 2FE phasing explained in site-wide context
- Phase 2 external works numbered from 2 to 6
- External areas shown according to minimum BB103 requirements
- Existing parking at north side of the site used as drop off parking reduces BB103 external spaces. 6 parking spaces indicated in total.
- Existing entrance roundabout for vehicle access to stay at 1FE Phase and to be removed at 2FE Phase.

#### Feedback:

- MUGA at 1FE to be confirmed by QDA (not required)
- Clarification on 'MUGA' understanding to be confirmed by West Berkshire
- If MUGA is required than it needs to be moved outside of existing Infant School footprint to allow this to be built during the refurbishment
- Future car parking expansion preferably to be located at the existing car park, by the Caretaker's House access road to reduce costs and increased.



## 3. Options Appraisal

### 3.1 Early Considerations - Site Wide Analysis Options

Following up from the feedback on the initial sketches further side wide options for 1FE and 2FE options were presented to West Berkshire on 29th May 2020 for comments.

6004-F-102 and 103 1FE & 2FE External Site Analysis relate to the previous initial sketch for Option 1, 6004-F-104 and 105 1FE & 2FE External Site Analysis relate to the previous initial sketch for Option 2.

#### Summary

- The soft outdoor 2FE PE area is shown in the options at minimum 8400 sqm (a soft PE playing field with all-weather pitches)
- Some of the disposal land has been taken from the future housing development at the east site boundary to provide required 2FE external areas
- 2FE hard and soft outdoor spaces around the existing school car park reduced to 17 staff parking + 1 disabled parking to maximise south facing EYFS external spaces for Option 1.
- Further 12 car parking spaces have been allocated by the Caretakers House giving 30 parking spaces in total for 2FE staff, giving more parking options at the north of the site and reducing costs.
- The existing roundabout and the pond to be demolished at Phase 1 in order to provide 2FE external areas at 1FE stage, if required.
- Hard play areas relocated in both options to different locations. These could also be used as the MUGA at 2FE.
- Highway land appropriation not considered for these options and therefore soft and hard outdoor spaces and potential future extensions has been shifted towards west, north and east side of the building as the south side strip has become very narrow and difficult to accommodate.
- Further query regarding all-weather pitch type ('soft PE sports pitch') indicated on all options.
- Potential additional north car park allowance for 2FE outlined in red above the Infant School on 2FE site analysis.

#### Feedback

- The existing roundabout and the pond preferably not to be demolished at Phase 1 as 2FE external areas will only be required at 2FE stage.
- Further clarification on additional 'soft PE sports pitch' requested.
- The existing car park is shown as two red squares but not annotated. It is assumed the land required by the School to expand to 2FE will not be hoarded off as 'waste land' but will instead be laid to grass with the new School fence on the boundary. This will give a surplus of grass (soft play) and the car park could therefore be retained to provide additional parking.
- The land at the end of the existing access road by the caretakers house may have more value / use than the sliver currently shown at the boundary with the new housing development as two or three sites accessed directly from the existing road plus potentially the caretakers house in the distant future could be created, so it may be worth showing this as the surplus FFE2 land in the Feasibility/Master Plan Agreed. This land could be kept as shared access to any housing

development and the northern school car park for 2FE. There is also the potential option of constructing an all-weather pitch (AstroTurf equivalent) which could be counted twice for the outdoor soft P.E. area helping the site achieve a comfortable 2FE size. It will also potentially reduce the impact on the development land, it will allow more flexibility in the planned layout of the site, a great USP for the school who could also let out this space after school hours to generate an income from it.

- The 2FE soft play area is correct at 8400m2 which is the minimum 2FE site. However, it will be important to aim for at least 20% more area to allow for any future development.

Key	Proposed 2FE area at 1FE Phase 1	Min. area required for 2FE (BB103)
Hard informal and social area	919 sq. m	646 sq. m
Hard outdoor PE area	1139 sq. m	1030 sq. m
Soft informal and social area	1492 sq. m	1492 sq. m
Soft outdoor PE area	8400 sq. m	8400 sq. m
Habitat area	210 sq. m	210 sq. m
Parsons Down Primary School		
Proposed 2FE building extension + 2FE car park		
Nursery outdoor area	52 sq. m (Included in soft informal area above)	52 sq. m (Included in soft informal area above)



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**PROJECTS**  
 Parsons Down Feasibility

**SCALE**

**CLIENT**  
 West Berkshire Council

**DATE** May 2020

**DRAWING TITLE**  
 2FE External Areas Analysis -  
 1FE School- Phase 1 (Option 1)

**DRAWING NO.**  
**6004-F-102**

Matthews Warehouse, High Orchard Street  
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Key	Min. area required for 2FE (BB103)
Hard informal and social area	646 sq. m
Hard outdoor PE area	1030 sq. m
Soft informal and social area	1492 sq. m
Soft outdoor PE area	8400 sq. m
Habitat area	210 sq. m
Parsons Down Primary School	
Proposed 2FE building extension + 2FE car park	
Nursery outdoor area	52 sq. m (Included in soft informal area above)



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**DATE** May 2020

**DRAWING TITLE**  
 2FE External Areas Analysis -  
 2FE School- Phase 2 (Option 1)

**DRAWING NO.**  
**6004-F-103**

**REV**  
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Key	Proposed 2FE area at 1FE Phase 1	Min. area required for 2FE (BB103)
Hard informal and social area	919 sq. m	646 sq. m
Hard outdoor PE area	1139 sq. m	1030 sq. m
Soft informal and social area	1492 sq. m	1492 sq. m
Soft outdoor PE area	8400 sq. m	8400 sq. m
Habitat area	210 sq. m	210 sq. m
Parsons Down Primary School		
Proposed 2FE building extension + 2FE car park		
Nursery outdoor area	52 sq. m (Included in soft informal area above)	52 sq. m (Included in soft informal area above)



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**DATE** May 2020

**DRAWING TITLE**  
 2FE External Areas Analysis -  
 1FE School- Phase 1 (Option 2)

**DRAWING NO.**  
**6004-F-104**

**REV**  
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Key	Min. area required for 2FE (BB103)
 Hard informal and social area	646 sq. m
 Hard outdoor PE area	1030 sq. m
 Soft informal and social area	1492 sq. m
 Soft outdoor PE area	8400 sq. m
 Habitat area	210 sq. m
 Parsons Down Primary School	
 Proposed 2FE building extension + 2FE car park	
 Nursery outdoor area	52 sq. m (Included in soft informal area above)



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**DATE** May 2020

**DRAWING TITLE**  
 2FE External Areas Analysis -  
 2FE School- Phase 2 (Option 2)

**DRAWING NO.**  
**6004-F-105**

**REV**  
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## 3. Options Appraisal

### 3.1 Early Considerations - Further Site Wide Analysis Options

Following up from the feedback on the site side wide options for 1FE and 2FE , the updated options were presented to West Berkshire and the School on 5th June 2020 for comments.

6004-F-102A and 103A 1FE & 2FE External Site Analysis relate to the previous initial sketch for Option 1, 6004-F-104A and 105A 1FE & 2FE External Site Analysis relate to the previous initial sketch for Option 2.

#### Summary

- The existing roundabout and the pond demolition excluded at 1FE Phase 1 and shown at 2FE Phase 2 instead.
- MUGA clarified as an all weather-pitch (AstroTurf equivalent), which could be added at either 1FE or 2FE stage and counted as part of additional 2FE soft outdoor spaces and updated on 102A-105A drawings. This pitch was also moved away from the infant school footprint so it can be built before the school demolition. Proposed locations indicated on the plans.
- 2FE car park annotation added to the left red square, right red square has been omitted as it is not required. This whole area, together with the infant school surrounds kept as the existing tarmac/ hardcore area at 1FE stage.
- The land required by the School to expand to 2FE shown as a wild meadow to reduce the maintenance cost.
- Potential future access to the housing site indicated on the plans in darker blue.
- AstroTurf pitch shown in various locations on plans, away from the infant school footprint.
- Additional 20% more areas (approx. 10080m<sup>2</sup>) added to 2FE PE area. AstroTurf pitch counted twice for this purpose. No float or embankment added at this stage between the school and the housing sites.

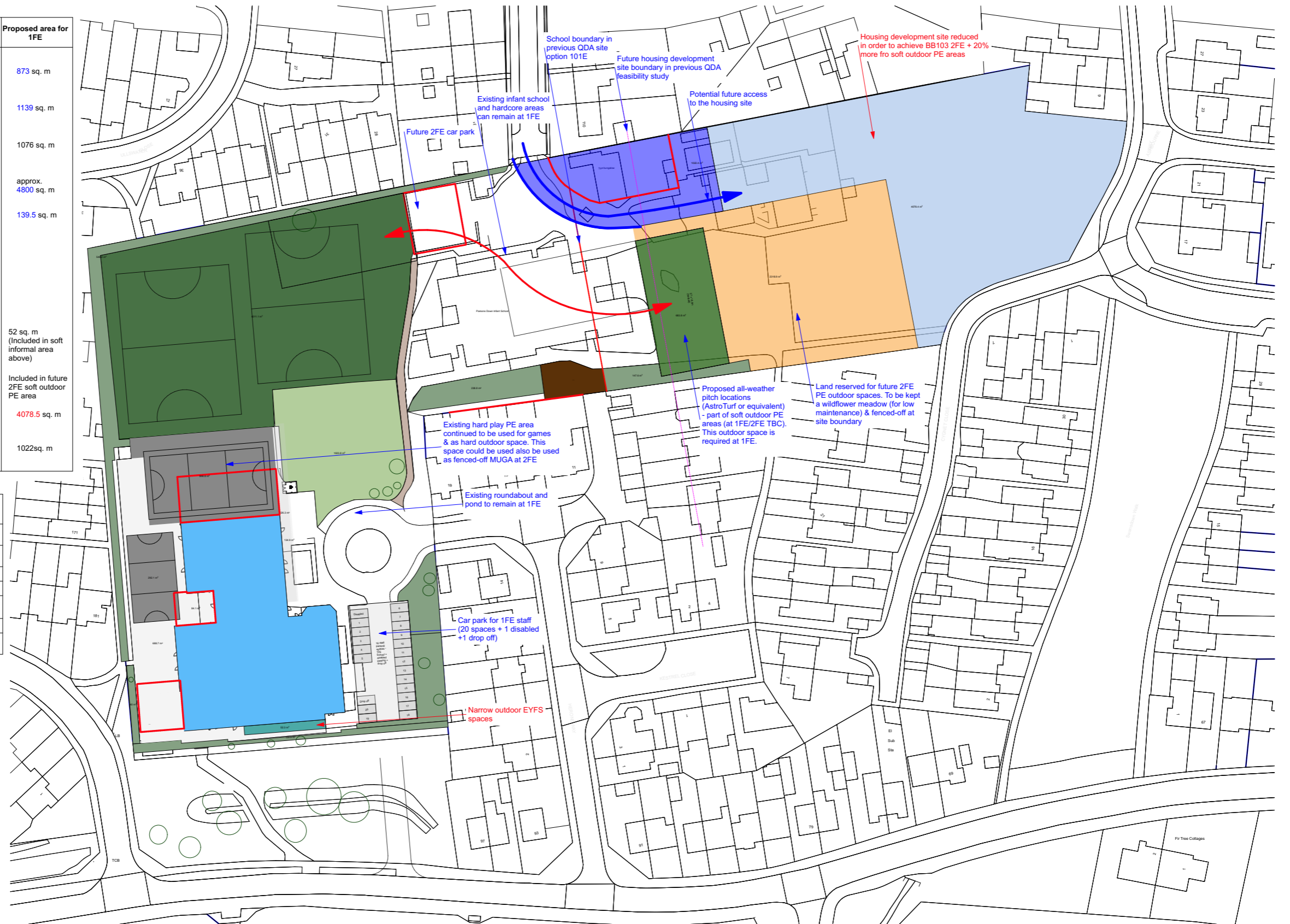
#### Feedback

Please see West Berkshire and School feedback in Section 3.2 below.

Key	Min. area required for 1FE (BB103)	Proposed area for 1FE
Hard informal and social area	436 sq. m	873 sq. m
Hard outdoor PE area	715 sq. m	1139 sq. m
Soft informal and social area	1072sq. m	1076 sq. m
Soft outdoor PE area	4200 sq. m	approx. 4800 sq. m
Habitat area	105 sq. m	139.5 sq. m
Parsons Down Primary School		
Proposed 2FE building extension + 2FE car park		
Nursery outdoor area	52 sq. m (Included in soft informal area above)	52 sq. m (Included in soft informal area above)
Wildflower meadow		Included in future 2FE soft outdoor PE area
Remaining area for housing		4078.5 sq. m
Potential future access to the housing site		1022sq. m

Parsons Down 1FE Staff Parking Spaces	
<b>Class Based</b>	8 teachers (icl cover) 7 TAs
<b>Senior Management</b>	3 (1 Head, 1 SBM, 1 non-class based deputy)
<b>Admin</b>	3
<b>Nursery</b>	3
<b>Other</b>	4 (1 caretaker, 1 cook, 2 cook's assistants), 1 Twilight Manager
<b>Total Staff</b>	28
<b>Total number of parking spaces</b>	20* (+ 1 disabled parking +1 drop off = 22)

\* Based on BB98/99: 1 parking space for every teacher and the senior leadership team + 1 per two support staff (excluding catering staff)



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A: 05.06.20 - JW - JW: Drawing updated in line with Client comments on 03.06.20

**PROJECTS**  
Parsons Down Feasibility

**SCALE** 1:500@A1

**CLIENT**  
West Berkshire Council

**DATE** May 2020

**DRAWING TITLE**  
2FE External Areas Analysis -  
1FE School- Phase 1 (Option 1)

**DRAWING NO.**  
6004-F-102

**REV**  
A

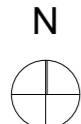
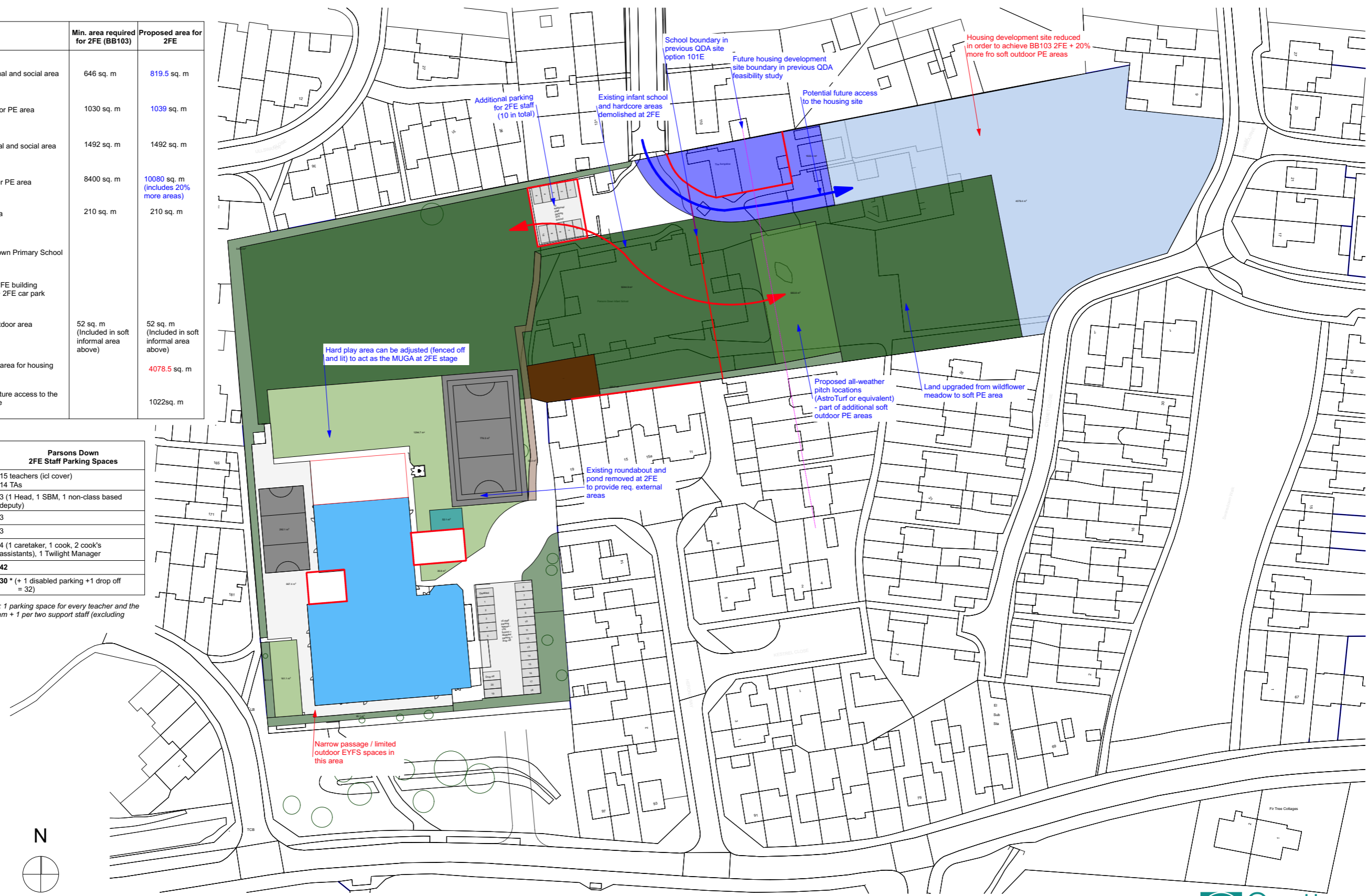
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Key	Min. area required for 2FE (BB103)	Proposed area for 2FE
Hard informal and social area	646 sq. m	819.5 sq. m
Hard outdoor PE area	1030 sq. m	1039 sq. m
Soft informal and social area	1492 sq. m	1492 sq. m
Soft outdoor PE area	8400 sq. m	10080 sq. m (includes 20% more areas)
Habitat area	210 sq. m	210 sq. m
Parsons Down Primary School		
Proposed 2FE building extension + 2FE car park		
Nursery outdoor area	52 sq. m (Included in soft informal area above)	52 sq. m (Included in soft informal area above)
Remaining area for housing		4078.5 sq. m
Potential future access to the housing site		1022sq. m

Parsons Down 2FE Staff Parking Spaces	
<b>Class Based</b>	15 teachers (incl cover) 14 TAs
<b>Senior Management</b>	3 (1 Head, 1 SBM, 1 non-class based deputy)
<b>Admin</b>	3
<b>Nursery</b>	3
<b>Other</b>	4 (1 caretaker, 1 cook, 2 cook's assistants), 1 Twilight Manager
<b>Total Staff</b>	42
<b>Total number of parking spaces</b>	30 * (+ 1 disabled parking +1 drop off = 32)

\* Based on BB98/99: 1 parking space for every teacher and the senior leadership team + 1 per two support staff (excluding catering staff)



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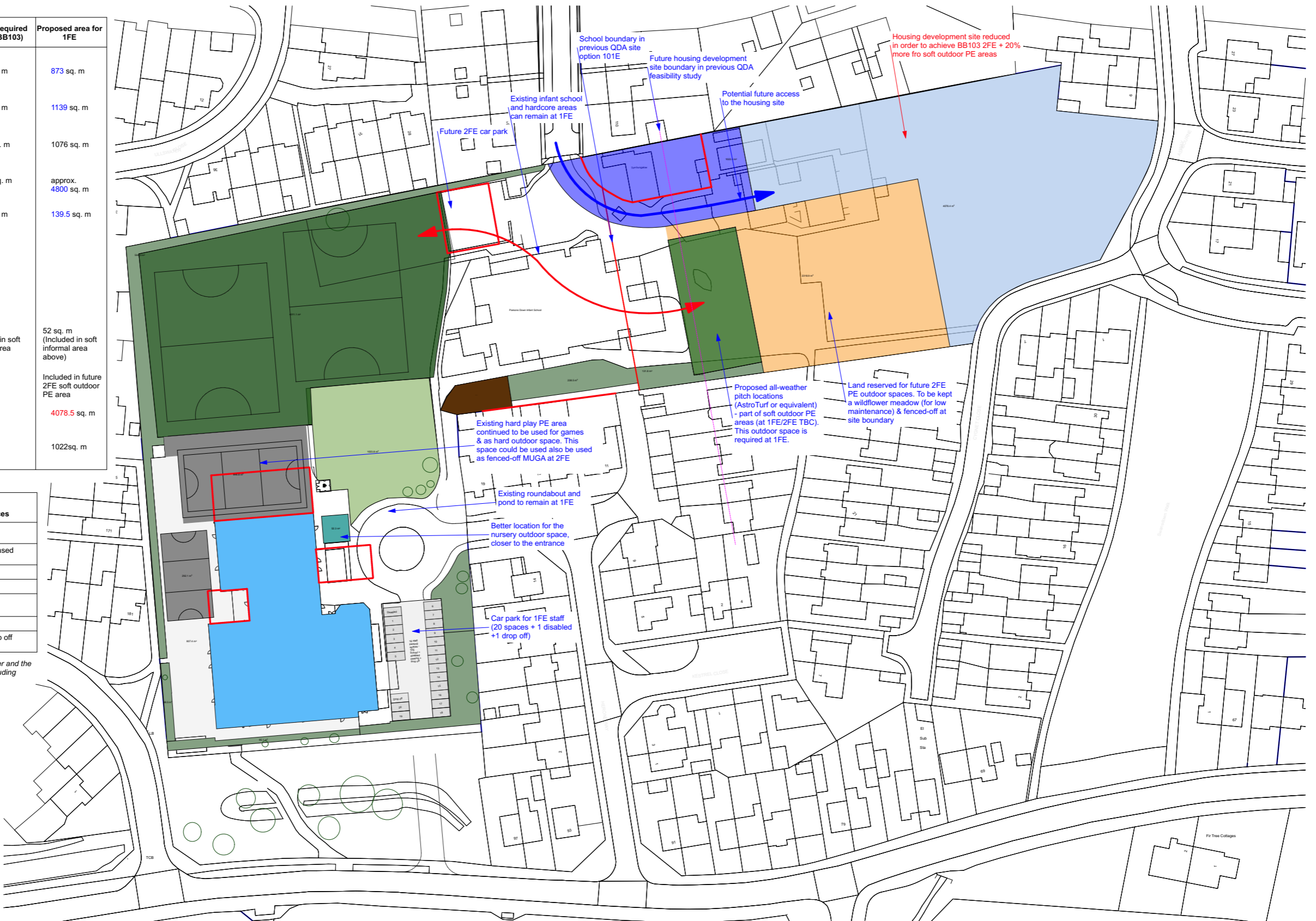
PROJECTS	CLIENT	DRAWING TITLE	DRAWING NO.	REV
Parsons Down Feasibility	West Berkshire Council	2FE External Areas Analysis - 2FE School- Phase 2 (Option 1)	6004-F-103	
SCALE 1:500@A1	DATE May 2020			

Matthews Warehouse, High Orchard Street  
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Key	Min. area required for 1FE (BB103)	Proposed area for 1FE
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Hard outdoor PE area	715 sq. m	1139 sq. m
Soft informal and social area	1072sq. m	1076 sq. m
Soft outdoor PE area	4200 sq. m	approx. 4800 sq. m
Habitat area	105 sq. m	139.5 sq. m
Parsons Down Primary School		
Proposed 2FE building extension + 2FE car park		
Nursery outdoor area	52 sq. m (Included in soft informal area above)	52 sq. m (Included in soft informal area above)
Wildflower meadow		Included in future 2FE soft outdoor PE area
Remaining area for housing		4078.5 sq. m
Potential future access to the housing site		1022sq. m

Parsons Down 1FE Staff Parking Spaces	
<b>Class Based</b>	8 teachers (icl cover) 7 TAs
<b>Senior Management</b>	3 (1 Head, 1 SBM, 1 non-class based deputy)
<b>Admin</b>	3
<b>Nursery</b>	3
<b>Other</b>	4 (1 caretaker, 1 cook, 2 cook's assistants), 1 Twilight Manager
<b>Total Staff</b>	28
<b>Total number of parking spaces</b>	20* (+ 1 disabled parking +1 drop off = 22)

\* Based on BB98/99: 1 parking space for every teacher and the senior leadership team + 1 per two support staff (excluding catering staff)



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**REVISIONS**  
REV: DATE - DRAWN - CHECKED: NOTES  
A: 29.05.20 - JW - MC: Drawing created.  
A: 05.06.20 - JW - JW: Drawing updated in line with Client comments on 03.06.20.

**PROJECTS**  
Parsons Down Feasibility  
**SCALE** 1:500@A1

**CLIENT**  
West Berkshire Council  
**DATE** May 2020

**DRAWING TITLE**  
2FE External Areas Analysis -  
1FE School- Phase 1 (Option 2)

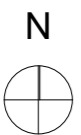
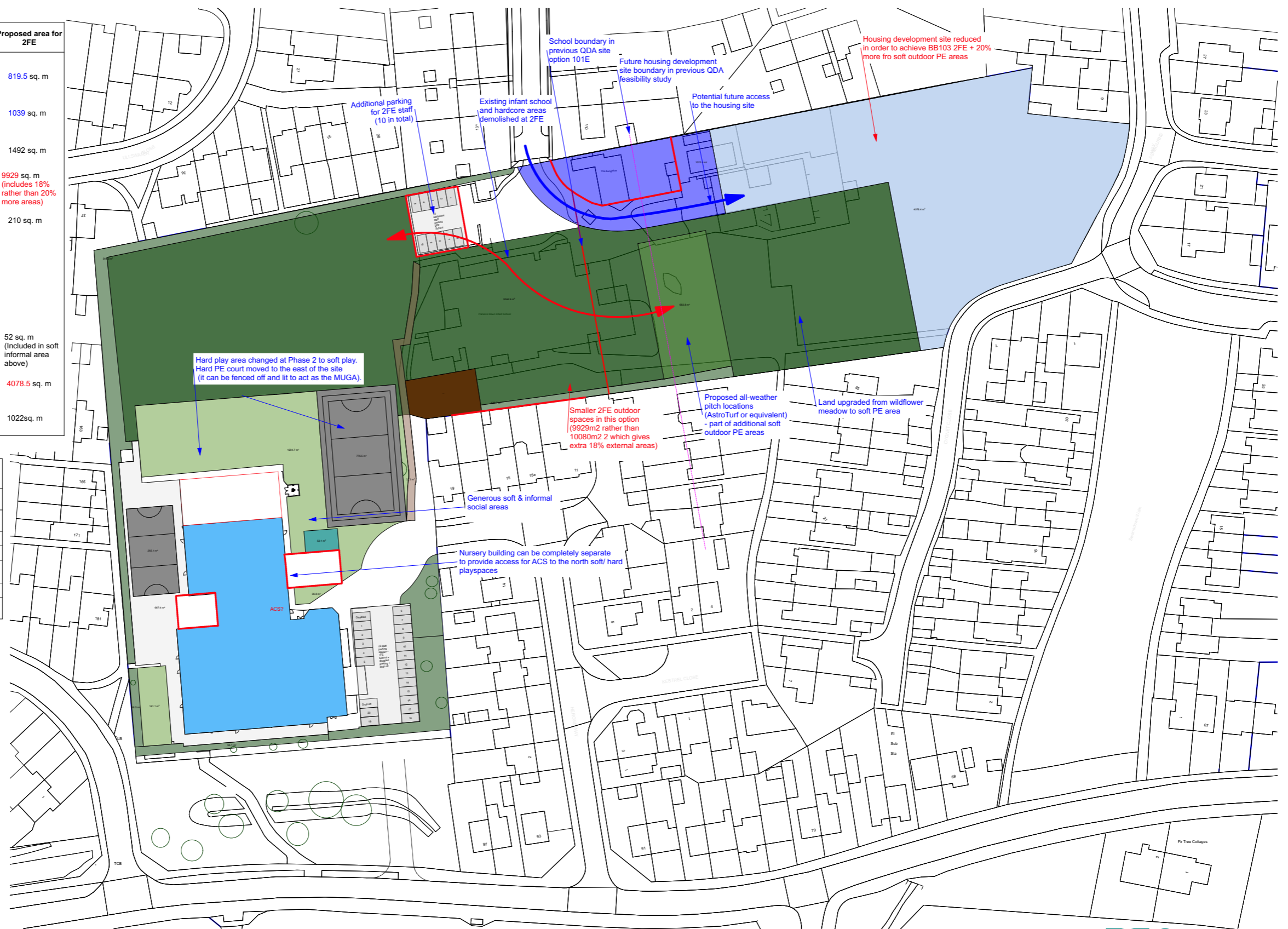
**DRAWING NO.** 6004-F-104  
**REV**  
Matthews Warehouse, High Orchard Street  
Gloucester Quays, GL2 5QY T: (01452) 424234



Key	Min. area required for 2FE (BB103)	Proposed area for 2FE
	Hard informal and social area 646 sq. m	819.5 sq. m
	Hard outdoor PE area 1030 sq. m	1039 sq. m
	Soft informal and social area 1492 sq. m	1492 sq. m
	Soft outdoor PE area 8400 sq. m	9929 sq. m <i>(includes 18% rather than 20% more areas)</i>
	Habitat area 210 sq. m	210 sq. m
	Parsons Down Primary School	
	Proposed 2FE building extension + 2FE car park	
	Nursery outdoor area 52 sq. m <i>(Included in soft informal area above)</i>	52 sq. m <i>(Included in soft informal area above)</i>
	Remaining area for housing	4078.5 sq. m
	Potential future access to the housing site	1022sq. m

Parsons Down 2FE Staff Parking Spaces	
Class Based	15 teachers (incl cover) 14 TAs
Senior Management	3 (1 Head, 1 SBM, 1 non-class based deputy)
Admin	3
Nursery	3
Other	4 (1 caretaker, 1 cook, 2 cook's assistants), 1 Twilight Manager
<b>Total Staff</b>	<b>42</b>
<b>Total number of parking spaces</b>	<b>30</b> * (+ 1 disabled parking + 1 drop off = 32)

\* Based on BB98/99: 1 parking space for every teacher and the senior leadership team + 1 per two support staff (excluding catering staff)



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PROJECTS	CLIENT	DRAWING TITLE	DRAWING NO.	REV
Parsons Down Feasibility	West Berkshire Council	2FE External Areas Analysis - 2FE School- Phase 2 (Option 2)	6004-F-105	A
SCALE 1:500@A1	DATE May 2020			

Matthews Warehouse, High Orchard Street  
Gloucester Quays, GL2 5QY T: (01452) 424234

3. Option Appraisal

3.2 Meeting between Neil Obbard and Catherine Bull on 22 Jun 2020



## 3. Option Appraisal

### 3.2 Feedback from the meeting

The feedback below sets out the major points which has informed the preferred design route in Stage 2, presented by Quattro Design Architects in Stage 2 Report proposals:

- Prior to this meeting there were number of options presented as the site wide and ground floor plan drawings issued around having a nursery, different arrangement of year groups, phasing of works and using or not using the Highways which are presented above in Section 3.1
- These options / plans were presented to the School on 6th July 2020 via a Zoom meeting when the general layout was agreed, the concept plan was fixed which started Stage 2 design process.

#### Feedback

- Foundation to be based at the south of the site next to the highways land.
- Highways land to be appropriated for soft play for the foundation area. No carpark extension or additional access. However a plan B needs to be in place for foundation play if appropriation fails.
- No nursery at the school – too much of a financial risk.
- School are happy with the current Library and ICT. School happy for them to remain as they are unless a superior design can be tabled.
- School happy with current hall storage and don't see a desperate need to add an additional doorway.
- Staff/ Admin areas – school is open to options on this to improve.
- Pupil's toilets to be standard primary size rather than infant size.
- School happy to use part of the infant site to accommodate bulge class for a year therefore no temp classrooms.
- Modification of toilets location and additions of small kitchen areas within Thames/ Sabre and Henwick to add to flexibility for foundation and B4 / afters chool club.
- Selected kitchen items to be moved from Infant kitchen to junior kitchen due to condition.

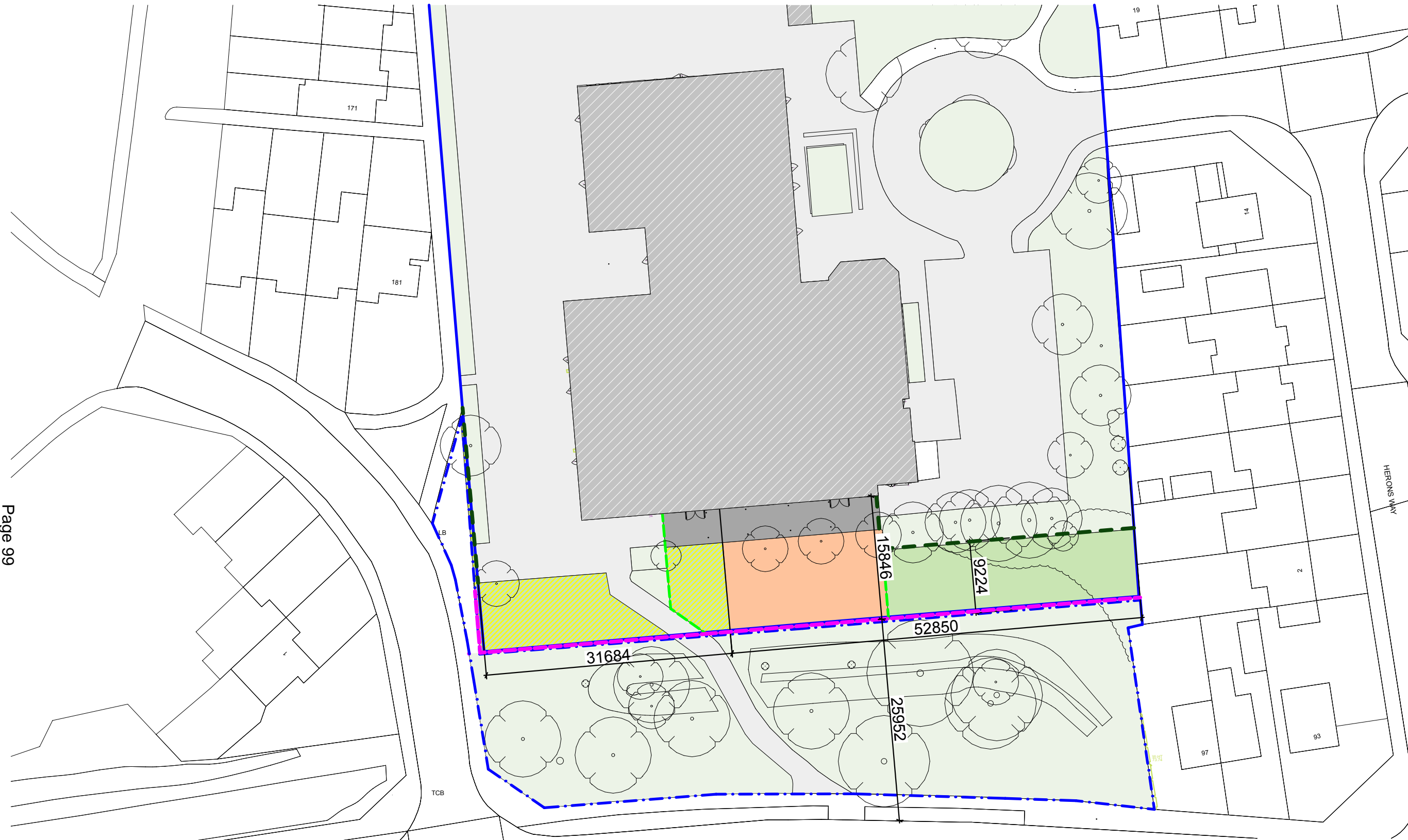
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REV: DATE - DRAWN - CHECKED: NOTES  
- 07.10.20 - GM - JP: Drawing created.



Page 99

**DRAWING TITLE**

Proposed Site Plan

**PROJECT**

Parsons Down Land Appropriation

**CLIENT**

West Berkshire Council

**SCALE**

1:500@A3

**DATE**

September 2020



**DRAWING NO.**

6004-P-116

**REV**

-

Matthews Warehouse, High Orchard Street  
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**Site Plan Key:**

— West Berkshire Land Ownership

— Proposed area of works

- - - Highways Land Ownership

- - - Existing Fence Line

- - - New Fence Line (to match existing boundary fence)

- - - New Fence Line (Low level timber picket style or similar)

Existing Grassed Area

Existing Hardstanding / Tarmac

Proposed Safety Surface

Proposed Grassed Area

Proposed Hardstanding

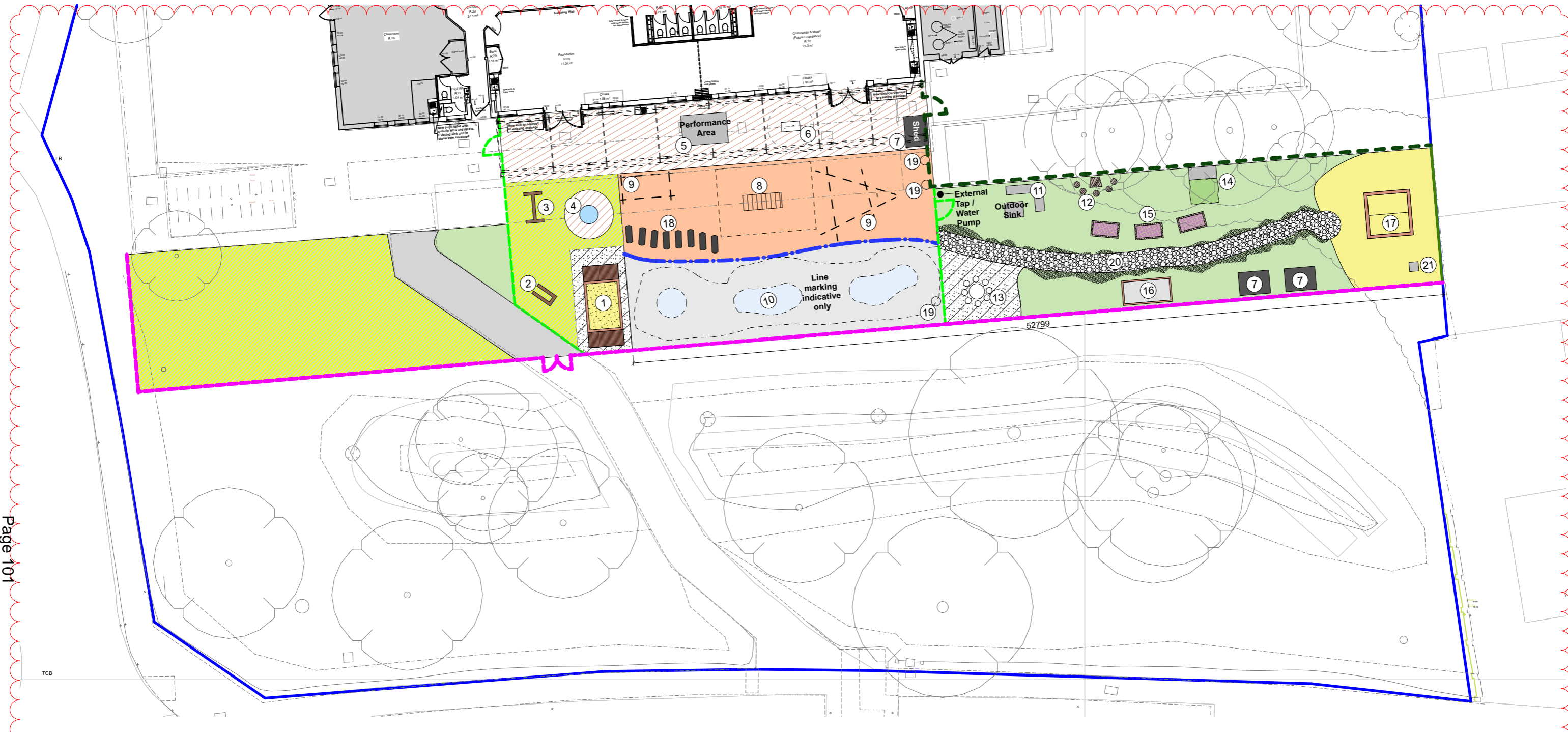
Proposed Artificial Grass



Scale 1:500  
5 0 5 10m

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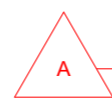


**Proposed Site Plan Key**

- West Berkshire land ownership.
- - - Existing fence line.
- - - New fence line to match existing boundary line.
- · - · - New fence line (Low level timber picket style or similar).
- Grassed area.
- Gravel.
- · - · - Safety colour change.
- Safety surface.
- Safety Surface.
- Artificial grass.
- Hardstanding / Tarmac.
- Wildflower meadow.
- Safety surface.

**Equipment Key**

- ① - New large wooden sand pit with rolled back wooden cover, and storage for toys and playground equipment
- ② ③ - Existing wooden water feature pumps
- ④ - New stone raised water area with hardstanding surround
- ⑤ - Existing wooden performance stage
- ⑥ - Existing woodwork bench
- ⑦ - New / existing removable storage shed
- ⑧ - New wooden monkey bars
- ⑨ - New wooden climbing frame / wall
- ⑩ - New bike track with white line markings only
- ⑪ - Existing mud kitchen with paving slab base
- ⑫ - Existing timber story chair and new timber logs
- ⑬ - New campfire and seats
- ⑭ - New wooden rabbit hut with fenced off area
- ⑮ - Existing wooden vegetable and flower planters to be relocated
- ⑯ - New mobile wooden play stand
- ⑰ - New wooden hobbit house with wildflower meadow roof
- ⑱ - Tyre path with existing tyres to be re-used
- ⑲ - Existing basketball hoops to be repainted and re-used
- ⑳ - New dry river bed with play stones (some existing stones to be reused)
- ㉑ - Existing bird feeder



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- 15.10.20 - GM - JW: Drawing created.  
A: 02.11.20 - GM - JW: Notes added as per School comments.  
Equipment key added.

**PROJECTS**  
Parsons Down Land Appropriation

**CLIENT**  
West Berkshire Council

**DRAWING TITLE**  
Proposed Site Plan - EYFS Play Space

**DRAWING NO.**  
6004-W-140

**REV**  
A



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