

Housing Needs Survey

At its meeting in November 2020 (**Min. 20.11.06 refers**), the parish council considered report **WPC.20.11.02**, which summarised the approach from Community Action Suffolk (CAS) to undertake a Housing Needs Survey in Wickhambrook, West Suffolk Council (WSC) having selected it as a pilot parish based on:

- current housing need figures; and
- where West Suffolk Council feel housing needs may be identified which would hopefully bring forward a development for local people.

And resolved:

That Wickhambrook Parish Council ask Community Action Suffolk to undertake a Housing Needs Survey for the parish, based on West Suffolk funding CAS to undertake the work, and Wickhambrook Parish Council underwriting the cost of printing and stationery and data input where returned as a hard copy, at not more than £3.50 per property.

In January 2021, the parish council appointed Cllrs J Barton, K Merritt and S Thwaite (Min. 21.01.12 refers) to a working group to prepare the necessary documentation and agree timescales with CAS.

The working group met by zoom in early March with Sunila Osborne at CAS, who confirmed that:

Community Action Suffolk (CAS) will undertake a survey which ensures that it considers national policy planning framework and it takes into account people in the parish who want to downsize or move to an upgraded property that meets their changed needs. Under the National Planning Policy Framework, the HNS now capture all tenure types of need. This can be for affordable rented, shared ownership, open market. People currently living in the parish may want to upgrade or downsize and find that there isn't anything suitable for them.

Because the work of the parish will not be restricted to community engagement and the practical delivery of the housing needs survey in the parish, but may, if a housing need is evidenced, extend to working closely with CAS and West Suffolk to identify and bring forward one or more Rural Exception Sites to be developed by a Housing Association (or through a Community Land Trust), the working group wanted to be satisfied that the parish council did have an appreciation of the work and commitment involved in undertaking this Housing Needs Survey.

At its March meeting, (**Min 21.03.05 refers**) the parish council resolved:

That Wickhambrook Parish Council confirm its aspiration to work with CAS and West Suffolk Strategic Housing and Planning Services to

identify and bring forward a Rural Exception site if evidence of a housing need for such a site is identified from the Housing Needs Survey which it has commissioned; and

That the parish clerk, in consultation with the Housing Needs Survey Working Group, be delegated authority to sign the agreement with Community Action Suffolk.

The working group met on 28th April and agreed the following:

1. Rationale for Housing Needs Survey:
2. Information parish would want uplifted from final report to make available to feed into development of a Neighbourhood Plan
3. Timeline

A summary is attached as Appendix A, and draft proposals will now be submitted to Community Action Suffolk.

A key aspect of the engagement plan is leafleting all the properties in the parish prior to the public drop in session planned for early July. This will need the support of all the councillors to assist with delivery of leaflets, which will take place in the last two weeks of June. This delivery phase will be a trial run for delivery of the housing needs surveys in the 1st week of September, and enable the working group to identify any additional support which may be needed to complete those deliveries in time.

Recommendation:

The parish council authorise the cost of printing leaflets to promote the drop-in public meeting planned for July, at a cost of not more than £150.00.

Appendix A

Rationale for Housing Needs Survey:

- References to housing need in previous parish plan
- Demand identified in responses to WSC issues and options consultation
- Feeding into potential Neighbourhood Plan, or failing that, parish plan

Information parish would want uplifted from final report to make available to feed into development of a Neighbourhood Plan

- Who owns the property
- Type of property lived in
- Housing types (no bedrooms etc)
- What new housing would the household like to see
- Suggestions for housing in the parish
- People wanting to move into another property not able to do so
- If wanting to move, what is preventing them
- Make up of the future household in need
- Why there is a need for future housing
- Where there is a need
- Type of accommodation future households require
- Housing types needed

Timeline:

Activity	Date
Submit Draft Coms Plan to Community Action Suffolk (CAS)	1 st Week May
Sign off on Coms Plan	End May
Website, Posters, (possibly social media), Wickhambrook Scene	June edition & repeat in next edition
Leafleting for public meeting	Last two weeks June
Drop in Public Meeting (tandem with NP presentation, work on Road Safety and Quiet Lanes)	Saturday 3 rd July 10am – 4:00pm
Ongoing Engagement	throughout July & August
Delivery of Housing Needs Survey	w/c 6 th September
Closing Date for Submissions	Mid October
Report – executive summary	November meeting

WPC.21.05.07: Housing Needs Survey

Hilary Workman
Clerk & RFO
April 2021