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Milestone Status					
	Milestone not met / unlikely to be met				
	Milestone unlikely to be met on time / no-longer required				
	Milestone has been met /likely to be met				
Housing strategy priority	Actions	Milestone	Status	Target for completion	Performance against milestones & target comments.
Priority 1 Maximise the supply of Housing to meet local needs	1. To put in place a Local Plan and policy base that delivers homes for local people and responds to local housing need.	<ul style="list-style-type: none"> Local Plan submitted for examination April 2014 Local Plan adopted December 2014 Site Allocation DPD 2017 Consideration given to SHMA update December 2015 	   	31 st December 2017	HEDNA commissioned Jun 2017 and work is underway on the 5 year review of the Local Plan.
	2. To develop mechanisms to secure the infrastructure required to meet the future housing needs of the district.	<ul style="list-style-type: none"> Preliminary consultation of CIL April 2014 Draft Schedule for consultation 24 Nov – 5 Jan 2015 Submission to Secretary of State 12 March 2015 Examination February 2015 Adoption of CIL July 2015 	    	July 2015	Adopted on the 26 th January 2016.







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	3. To maximise delivery of affordable housing on market sites.	Minimum delivery of 550 affordable housing units over the strategy period. Average delivery of 110 per annum.		31 st September 2018	645 affordable housing units are expected to be delivered on market sites over the 5 year strategy period.
	4. To boost affordable housing delivery where opportunities arise by utilising council funds and RP assets to lever in investment.	Delivery of an additional 150 affordable homes over the strategy period. Average of 30 per annum.		31 st September 2018	277 additional affordable housing units are expected to be delivered over the 5 year strategy period.
	5. Assess, identify and facilitate delivery of Gypsy & Traveller accommodation.	<ul style="list-style-type: none"> • Gypsy & Traveller Accommodation Needs Assessment completed April 2013 • Site study completed April 2013 • Public consultation on preferred approach November 2014 • Submission to Secretary of State October 2015 • Estimated adoption March 2016 • 37 pitches delivered December 2017 	     	31 st March 2020	<p>Both the needs assessment and site study were completed in April 2013.</p> <p>Due to changes to government guidance on the planning definition of travellers a new accommodation needs assessment has had to be commissioned and is expected to be completed by the end of March 2018. Work on the Gypsy, Traveller and Travelling Showpeople Site Allocation DPD has therefore been significantly delayed and this has been reflected in the Local Plan Review timetable.</p>




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	6. Review the existing partnership arrangements and put in place a mechanism to continue to support local communities in making provision for local housing needs.	<ul style="list-style-type: none"> • August 2013 Dedicated Neighbourhood Planning officer recruited. • 31st December 2013 Review of Housing Partnerships • 31st March 2014 New arrangement in place 	  	31 st September 2018	A flexible approach now adopted in line with the Housing strategy review approved by Cabinet in February 2016.
	7. Delivery of increased smaller family housing to meet the needs of young forming households, downsizers and to retain & attract young working families and support economic growth.	On-going - 35% of market homes to be 1-2 bedroom and 50% 3 bedroom.		31 st September 2018	The housing delivery team proactively seeks to increase the number of smaller market homes delivered in the district through the planning process. Unless there are exceptional circumstances the market mix is required to be in line with the SHMA recommendations as set out in the milestone. 3 sites have gone to appeal where the developer refused to comply with our requirements, 1 case gained the inspectors support and in the other 2 cases the inspector did not support our grounds for refusal. A policy dealing with this issue is now included in the local plan.
	8. Strengthen evidence of local need & affordability, working to ensure that starter homes and intermediate housing is	<ul style="list-style-type: none"> • 31st March 2016 Commission evidence base for Local Plan. • September 2017 evidence base finalised 	 	31 st July 2020	<p>HEDNA commissioned in June 2017</p> <p>Report expected to be finalised shortly.</p>







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	affordable to local people.	<ul style="list-style-type: none"> March 2018 review Intermediate Housing Policy & SPD. July 2020 Local Plan adoption 	 		Finding to inform the Draft Local Plan update and SPD will follow in due course.
	9. Set up custom & self-build register and consider demand.	<ul style="list-style-type: none"> September 2016 – register in operation July 2020 Local plan review to take account of interest 	 	31 st July 2020	
	10. support to small & medium building contractors	<ul style="list-style-type: none"> February 2016 developers charter to be considered by cabinet. July 2016 – developer partnership to be set up. 	 	30 th September 2018	
Priority 2 Making the most effective use of existing stock, whilst maintaining sustainable communities	1. To adopt new allocations scheme to ensure that affordable housing is fairly and effectively allocated.	<ul style="list-style-type: none"> July 2013 Allocation scheme approved by Cabinet July 2013 new Allocation scheme adopted. July 2016 Review of allocation scheme by OSC. 	  	31 st September 2018	A more recent review of the Allocation Scheme was taken to OSC in June 2017. It has since been recognised that a wider review is required which will take into account the recommendations of both the HEDNA and the Task and Finish Group currently examining the quality of affordable housing stock, effective use of existing stock and future supply and any changes to government policy.





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	2. Work with registered providers to monitor the effects of the benefit changes and ensure tenants are well informed.	<ul style="list-style-type: none"> The effects of universal credit to be considered and reviewed when it has been fully implemented. 		31 st September 2018.	A Universal Credit (UC) Focus Group was held in April 2017 with representatives of CDC (housing, housing benefits, corporate policy) Hyde and WSCC to consider Hyde's experience in areas where UC has already been rolled out and what interventions can be put in place to mitigate the impact on tenants . A Housing Welfare Officer has since been appointed. Full roll out in Chichester district is expected in July 2018.
	3. Work with partners to encourage residents to downsize where appropriate reducing under-occupation and improving the supply of larger homes for families.	<ul style="list-style-type: none"> Information & signposting on downsizing for all tenures to be made available on council's web site. March 2014 Identification of under-occupation through housing register and registered providers September 2014. 	 	31 st September 2018	Two events have been held by CDC and Hyde to encourage tenants to downsize, one in March 2013 and the second in October 2016.
	4. To consider adoption of National Space standards			31 st July 2020	New optional national space standards are included in national planning policy guidance. This will be considered in the 5 year review of the Local Plan as further work must be undertaken to establish need and to prove Local Plan viability before the national standards can be adopted.

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	5. To use the findings of the Stock Condition Survey as a basis to review the Council's Private Sector Housing Strategy seeking to ensure that the housing stock in the district is well maintained and empty properties are bought back into use.	<ul style="list-style-type: none"> • Completion of stock condition survey December 2013 • Review of Private Sector Housing Strategy April 2014 • Adoption of new strategy April 2014 	  	30 th April 2015	The Private Sector Housing Strategy was adopted in March 2016.
	6. Work with partners to remodel/ redevelop under used/ hard to let properties.	<ul style="list-style-type: none"> • 31st March 2016 Identification of properties. • 30th September 2016 potential options considered • 31st December 2016 report to OSC. 	 		Hyde requested to consider potential options for hard to let properties. Pilot scheme to redevelop hard to let dwellings at Woodfield Drive, Southbourne has almost been completed. Hyde are currently considering options and the potential for redeveloping outdated stock in Chichester District. Discussions are on-going.
Priority 3 Enabling Local People to find their own solutions	1. Develop good practice to deal with benefit changes and introduction of fixed term tenancies.	<ul style="list-style-type: none"> • Tenancy strategy adopted in January 2013 • Review effects of fixed term tenancies & report to OSC March 2018 	 	31 st September 2018	No adverse issues have as yet been identified as a result of the introduction of Fixed term tenancies. This will be considered as part of the new Housing strategy through consultation with our registered provider partners.

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	2. Promote and increase opportunities for first time buyers and economically active households to access the housing market.	<ul style="list-style-type: none"> • Equity loan scheme adopted January 2014. • Provision of advice on low cost home-ownership options to employers in the district January 2014. • 20 equity loans provided by original capital budget and revolving on-going scheme in place at no further cost to the council. September 2018 • Ensure local people are aware of starter home schemes within the district. 	   	31 st September 2018	<p>The equity loan contract with Parity Trust was completed and all persons on the expressions of interest list written to. However, there is now a range of government schemes available and there was little appetite for this scheme. Funding allocated to the scheme has been reallocated as part of the Housing Strategy review.</p> <p>Government proposals to introduce starter homes have stalled. The proposed starter homes at Lower Graylingwell are now to be provided as intermediate housing.</p> <p>A leaflet has been produced providing details of housing options for first time buyers.</p>
	3. Effective targeting of discretionary housing allowance and emergency fund to those who most need it.	<ul style="list-style-type: none"> • Targeting agreed with Housing Benefits and delivered by both the Housing Options Team and Homefinder lettings agency with the assistance of our partners September 2013. • Review of targeting March 2014. 	 	31 st March 2014	<p>Cabinet approved the Discretionary Housing Payments Policy for 2017-18 and 2018-19 in October 2017.</p>

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	4. Provide advice and support to communities on alternative options of delivery including community land trusts.	<ul style="list-style-type: none"> • 31st March 2016 Information & signposting disseminated to all parishes and available on council's web site. • 31st March 2016 Protocol agreed with Action in Rural Sussex 	 	30 th September 2018	Following receipt of £1.38m community led housing funds from government a Framework for spend has been agreed. The inaugural meeting of the CDC Community Led Housing Forum was held at the end of November. The Council are currently recruiting a full-time Community-led Housing Officer and have entered into an agreement with Locality to provide a support service to community led-housing groups. Officers are currently working with eleven community led-housing groups, eight of which have been referred to Locality. Grant applications have been received from 3 groups for a total of £65k and a further grant application is expected shortly for £90K.
Priority 4 Additional support for those that need it	1. Continue to work with other West Sussex authorities and Youth Homelessness Prevention Service to respond to the needs to homeless 16/17year olds.	On-going monitoring of homelessness applications for 16/17 year olds.		31 st March 2018	A review of the existing policy of housing provision for care leavers was undertaken by a West Sussex joint scrutiny task and finish group. The recommendations of the group were approved by cabinet in October 2016.

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	2. Encourage the provision of a range of accommodation to meet the varying needs of older persons including a supply of life-time homes on affordable housing sites to meet the need for adapted properties.	<ul style="list-style-type: none"> Local plan policies to reflect the need April 2014 Requirement for life-time homes to be reflected in Housing Delivery Partnership March 2014 	 	31 st March 2018	Hyde have been encouraged to develop under-used garage sites to develop bungalows and adapted properties where it is practically possible.
	3. To continue to maximise the effectiveness of Disabled Facilities Grant & ensure private sector loans and fuel poverty advice are targeted at those most in need.	Expenditure and numbers are monitored and reported on a monthly basis.		31 st March 2018	The Housing Stock Modelling has recently provided information allowing more effective targeting of private sector loans and fuel poverty advice. There is also a county-wide review focused on helping older people to live independently in their own homes. This includes looking to improve the how Disabled Facilities Grants and energy efficiency services are delivered.
	4. Extend Homefinder	<ul style="list-style-type: none"> 30th September 2016 Review level of management charges 31st October 2016 report to OSC 31st December 2016 report to cabinet 	  	31 st March 2017	<p>A review was undertaken but put on hold pending the outcome of proposed government policy changes on letting agent's fees.</p> <p>Since February 2016 Homefinder has taken on the management of 5 additional properties.</p> <p>This will be reconsidered as part of the new housing</p>

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		<ul style="list-style-type: none"> 31st January 2017 new scheme adopted 			strategy.
	5. Introduce the Chichester Warm Homes Incentive. schemes to help those with excess cold and fuel poverty	<ul style="list-style-type: none"> 31st January 2016 consider options 31st March 2016 report to cabinet 	 	31 st march 2016	This was included in the Private Sector Housing Renewal Strategy.
	6. Work with registered provider partners to identify the most vulnerable single people under 35 years old and find solutions to meet their housing needs.	<ul style="list-style-type: none"> 31st October 2016 Identification of under 35 year olds in receipt of benefits in registered provider accommodation affected by the transitional arrangements 31st December 2016 report to OSC. 		31 st September 2018	The government is no-longer bringing in the shared room rate for Local housing allowance for social housing tenants and therefore this is no-longer relevant.