

Borough Council of
**King's Lynn &
West Norfolk**



Homelessness & Housing Delivery Task Group

Agenda

Wednesday, 5th February, 2025
at 3.30 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn**

Also available to view on [WestNorfolkBC on YouTube](#)

King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

Tuesday 28th January 2025

Dear Member

Homelessness & Housing Delivery Task Group

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 5th February, 2025 at 3.30 pm** in the **Meeting Room 1-3 - First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies for absence

To receive any apologies for absence.

2. Notes from previous meeting (Pages 4 - 7)

To confirm as a correct record the notes from the previous meeting.

3. Matters arising

If any.

4. Declarations of interest (Page 8)

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member of an item or simply observing the meeting.

5. Urgent Business

To consider any business which, by reason of special circumstances, the Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act 1972.

6. Members attending under Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before a decision on that item is taken.

7. Chair's correspondence

If any.

8. Homelessness & Rough Sleeping Strategy Launch Update (Pages 9 - 14)

9. Newly Commissioned Services

10. Current Data

11. Local Authority Housing Fund (LAHF) Update

12. Date of next meeting

The date of the next meeting is to be arranged when required.

To:

Homelessness & Housing Delivery Task Group: A Bubb, S Collop, A Kemp, S Lintern, S Sandell and V Spikings

Portfolio Holders:

Councillor J Rust - People and Communities

Officers

Duncan Hall, Assistant Director, Regeneration, Housing and Place

Nikki Patton, Housing Services Manager

Andy King, Senior Housing Manager

Richard Cooper, Housing Data Analyst

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

HOMELESSNESS & HOUSING DELIVERY TASK GROUP

Minutes from the Meeting of the Homelessness & Housing Delivery Task Group held on Tuesday, 9th July, 2024 at 5.30 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor S Sandell (Chair)
Councillors A Bubb, S Collop, A Kemp and J Rust

An apology for absence was received from Councillor S Lintern and Mrs V Spikings

OFFICERS IN ATTENDANCE:

Nikki Patton- Housing Services Manager
Andy King- Senior Housing Manager
Richard Cooper- Housing Data Analyst

1 **APOLOGIES FOR ABSENCE**

[You can view the recording of this item on YouTube.](#)

Apologies were received from Councillor Lintern and Councillor Spikings.

2 **NOTES FROM PREVIOUS MEETING**

[You can view the recording of this item on YouTube.](#)

The notes from the previous meeting held on 29th February 2024 were agreed as a correct record.

3 **MATTERS ARISING**

There was no matters arising.

4 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

5 **URGENT BUSINESS**

There was no urgent business.

6 **MEMBERS ATTENDING UNDER STANDING ORDER 34**

There were no members present pursuant under Standing Order 34.

7 **CHAIR'S CORRESPONDENCE**

There was none.

8 **UPDATE ON KEY EMERGING THEMES OF HOMELESSNESS & ROUGH SLEEPING STRATEGY & TIMELINE**

[You can view the recording of this item on YouTube.](#)

The Senior Housing Manager gave a presentation to the Task Group on the Key Emerging Themes of Homelessness & Rough Sleeping Strategy and Timeline.

The Senior Housing Manager advised the timeline of the strategy which included a review in March/ April 2024. He confirmed to the Task Group the strategy was schedule to go to the Environment and Community Panel and Cabinet. He added as part of the timeline, the draft strategy was completed in July 2024 and therefore was on track.

The Senior Housing Manager explained to the Task Group sessions had been held to encourage input from Council employees, Local Partners, Public Survey and Lived experience with a total of 118 individuals contributing.

The Senior Housing Manager highlighted to the Task Group the Key Strategy Aims were prevention, intervention, accommodation, recovery, and system support/service culture. He highlighted the values and behaviours included in the strategy were dignity, transparency, flexibility, collaboration, and empowerment.

Councillor Kemp sought further clarification on what happens with people who do not meet the statutory requirements, and do we commission services that will help.

The Senior Housing Manager confirmed that support was available to anyone seeking advice and assistance with ending or preventing their homelessness and not just to those who meet statutory requirements. He provided examples such as Sustainable Housing Partnership Service (SHPS) and Housing First Service which support people who do not meet the statutory requirements.

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UPDATE ON HOMELESSNESS STATISTICS

[You can view the recording of this item on YouTube.](#)

The Housing Data Analyst provided an update on numbers of households in temporary accommodation, number of homeless applications and number of properties advertised. He highlighted the data from last quarter and the data from this quarter last year.

Councillor Bubb sought clarification that data of homeless application and properties advertised should be homeless households instead of individuals.

The Housing Data Analyst clarified this data was each household not individuals.

Councillor Kemp commented the Night Shelter has now closed for the summer and sought clarification on where the people were now it had closed.

The Senior Housing Manager confirmed that some people from the Night Shelter have been placed into accommodation and he is awaiting impact report from the Night Shelter. He referred further to the strategy and advised it has been developed to work in partnership to ensure these people are not rough sleeping. He provided assurance to sustain a long-term housing solution.

The Chair commented that the data on number of properties advertised through Home Choice had improved from previous quarters and from the low numbers that we previously experienced.

The Housing Services Manager added that it was positive to see an increase in social housing properties being available, supply of affordable accommodation but through existing social housing and new properties is a key factor in the Council preventing and ending homelessness. She added that they continued to work with housing providers to increase supply of social housing. .

Councillor Bubb asked Officers if when accommodation becomes available if the circumstances and reason for availability had been considered.

The Housing Services Manager confirmed not specifically as there was continuous change due to different reasons.

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NEW CONTRACTS

[You can view the recording of this item on YouTube.](#)

The Housing Services Manager advised the Task Group, following the recent tender process, Shelter's Housing advice services will continue. This service is funded by the Council and is commissioned for the next three years. She also confirmed to the Task Group, Citizen Advice Norfolk is the new provider for the Money Advice and Income Maximisation Service which would also be funded for the next three years by the Council.

Councillor Kemp asked for Officers to provide contact details for the new contracts with Shelter and Citizen Advice Norfolk. She sought assurance that Citizen Advice Norfolk had the resource and capacity for this and were not under pressure.

The Housing Services Manager confirmed the contact details will be published internally and externally. She confirmed to Cllr Kemp that this was a specifically commissioned service in relation the debt advice and income maximization in West Norfolk and in addition to other services Citizen Advice Norfolk provide not commissioned by the Council. As part of the tender process the Provider's resource to deliver the service is evidenced

11

DATE OF NEXT MEETING

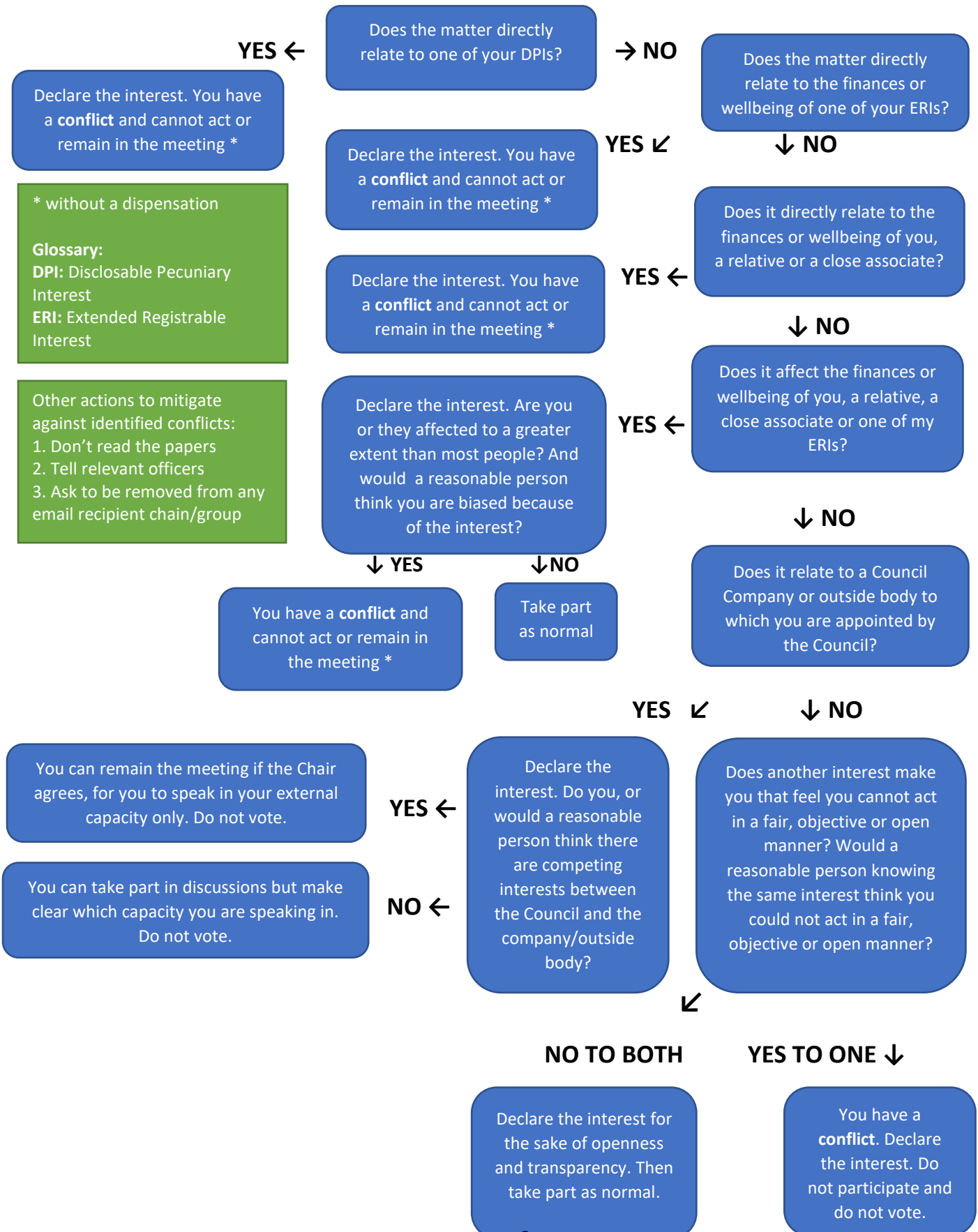
The date of next meeting is to be scheduled in due course.

The meeting closed at 5.54 pm

DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary Interest

ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:

1. Don't read the papers
2. Tell relevant officers
3. Ask to be removed from any email recipient chain/group

Homelessness and Housing Delivery Task Group

5th February 2025



Homelessness and Rough Sleeping Strategy

Update:

- **Formally adopted** at Council 31 October
- **Launched** at partnership event 29 November

Next steps:

- **Homelessness Strategy Implementation Partnership**
 - Launch in February – key partners
- **Strategy sub-groups**
 - Focused on key strategy strands
 - Nearly 200 expressions of interest in different strands



New and re-commissioned services

Service	Target group	Links to strategy
Intensive Support Service	Single people (or couples) who have already experienced homelessness and may struggle to find/sustain permanent accommodation	2.3 (review offer to people sleeping rough) 2.8 (“by name” meeting / partnership to resolve the homelessness of those who are furthest away from having their housing needs met) 2.9 (recommission Intensive Support Service)
Early intervention and prevention service	Households with low/medium needs, including families, childless couples and single people	1.7 (home visiting function aimed at preventing family evictions) 1.9/10 (use of shared sites / rural locations to prevent homelessness) 1.11 (specific remit for families)
Housing First service	Single people with multiple barriers to sustaining accommodation. May have history of rough sleeping / failed accommodation stays	3.3 (Recommission the Housing First model) <i>Links to much of section 4 including health, mentoring, skills and cultural facilities</i>

- All services are going through the final stages of a tendering exercise with preferred bidders notified.
- Services to mobilise from April 2025.
- Funding from ringfenced government grants.

Current Data – Housing Needs Service

Current numbers in temporary accommodation

Snapshot at end of the quarter

Number of households in accommodation of Q3 2024/25

83

Compared to Q2 2024/25



12

Compared to Q3 2023/24



8

Of these: 46 in nightly paid (44 single people, one family, one pregnant person)

12

Number of Homeless applications

Number of Homeless applications taken in Q3 2024/25

174

Compared to Q2 2024/25



-29.55%

Compared to Q3 2023/24





-3.33%

This reduction in applications is consistent with the Christmas shutdown



Current Data – Housing Needs Service

Number of properties advertised		
Properties advertised Q3 2024/25	Compared to Q2 2024/25	Compared to Q3 2023/24
239	 31	 175

13

Number of people eligible for social housing
1339

Number of people verified sleeping rough as of 10/01/2024
0

Number of people verified sleeping rough across December 2025
5

NB – low number due to current cold weather. Typically, 0-4 verified on a single night over last three months



Local Authority Housing Fund

Update:

- **LAHF 1** – 16 of 16 units complete
- **LAHF 2** – 11 of 13 units complete
- **LAHF 3** – 12 units to be delivered 2025/26