



Coventry City Council

Communities and Neighbourhoods Scrutiny Board (4)

Time and Date

10.00 am on Thursday, 3 November, 2022

Place

Diamond Rooms 1 and 2 - Council House

1. **Apologies and Substitutions**
2. **Declarations of Interest**
3. **Minutes** (Pages 3 - 8)
 - a) To agree the Minutes of the previous meeting held on 6 October, 2022
 - b) Matters arising
4. **Homes for Ukraine** (Pages 9 - 14)
Briefing Note of the Chief Partnership Officer
5. **Work Programme and Outstanding Issues 2022-23** (Pages 15 - 18)
Briefing Note of the Director of Law and Governance
6. **Any other items of public business which the Chair decides to take as matters of urgency because of the special circumstances involved**

Julie Newman, Director of Law and Governance, Council House, Coventry

Wednesday, 26 October 2022

Note: The person to contact about the agenda and documents for this meeting is Suzanne Bennett, Email: suzanne.bennett@coventry.gov.uk

Membership: Councillors S Agboola, R Bailey, L Bigham (Chair), J Gardiner, G Hayre, M Heaven, A Hopkins, R Singh, R Thay

By invitation: Councillors D Welsh, Cabinet Member for Communities and Housing

Public Access

Any member of the public who would like to attend the meeting in person is encouraged to contact the officer below in advance of the meeting regarding

arrangements for public attendance. A guide to attending public meeting can be found here: <https://www.coventry.gov.uk/publicAttendanceMeetings>

Suzanne Bennett,
Email: suzanne.bennett@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Communities and Neighbourhoods Scrutiny Board (4)
held at 10.00 am on Thursday, 6 October 2022

Present:

Members: Councillor L Bigham (Chair)
Councillor S Agboola
Councillor R Bailey
Councillor M Heaven
Councillor R Singh
Councillor R Thay

Other Members: Councillor D Welsh, Cabinet Member for Housing and Communities

Employees

Street Scene and Regulatory Services D Butler, C Styles,

Law and Governance V Castree, G Holmes

Apologies: Councillors G Hayre, A Hopkins and T Khan

Public Business

7. Declarations of Interest

The Scrutiny Board noted that Councillors Bailey and Heaven were Members of Planning Committee in relation to the items for consideration in Minutes 9 and 11 below.

8. Minutes

The minutes of the previous meeting held on 7 July, 2022 were agreed as a true record.

There were no matters arising.

9. Houses in Multiple Occupancy (HMO) Development Plan Document (DPD) and Article 4 Direction Public Consultations

The Scrutiny Board considered a report, appendices and presentation which covered the following points:

- Lack of planning oversight on small HMOs
- Significant neighbourhood issues such as waste, noise, general ASB and weakening of community ties
- HMOs tend to be in concentrations exacerbating such issues
- Evidence base created (internal sources, external commission)
- Site visits, mapping exercises

- Best practice examples
- Draft Reg 18 DPD created detailing issues and preferred policy options
- Identifies amenity issues and Key Issues of
 - Concentration
 - Sandwiching
 - Thresholds
- Article 4 Direction drafted and mapped
- Cabinet (30/08) & Council (06/09) approval to consult
- 8 weeks consultation 20/09 – 15/11
- The Development Plan Document (Regulation 18)
 - Identifies issues and preferred options
 - HMO1 – General
 - HMO2 – Concentration
 - HMO3 – Sandwiching
 - HMO4 – Amenity
- Article 4 Direction
 - Removes Permitted Development rights in nominated areas
 - Thus DPD policies would apply to all HMO applications
 - Needs to be reasonable, evidenced etc.
- The eleven wards covered by the Article 4 Direction
 - Cheylesmore, Earlsdon, Foleshill, Lower Stoke, Radford, Sherbourne, St. Michael's, Upper Stoke, Wainbody, Westwood, Whoberley
- The timeline for consultation

The Scrutiny Board made the following comments:

- Concerns about displacement to wards and neighbourhoods outside of the Article 4 Direction
- Concerns there would be a rush to convert houses into HMO's before the regulations came into force
- Concerns that landlords may apply for different use, such as residential care and then later on convert to HMO's
- What can be learned from other areas experiences of implementing policies to manage HMO numbers?
- Concerns that the DPD didn't address parking issues and those in the Local Plan were not currently adequate. This could be an opportunity to address new parking regulations.
- How the information is being shared with current and potential HMO landlords.
- The impact on current HMO's
- The 100m rule would have different implications in areas of different housing density.
- The importance of working alongside licensing colleagues to ensure that current HMO's are licenced and therefore included in any calculations for making decisions on future applications.
- Concerns about developers identifying loopholes to get around planning or licensing requirements, such as converting properties into flats.
- Concerns that 10% is too high a threshold for measuring density
- Whether issues around bin storage and collection would be addressed as part of the proposals.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4):

- 1) Supports and welcomes the aims of the proposals being consulted on.**
- 2) Recommends that the comments and concerns raised in the meeting be considered as part of the consultation representations.**

10. Local Listings

The Scrutiny Board considered a report and presentation which covered the following points:

- What a local listing is
- Criteria - The heritage asset should be valued locally for some, or all, of the following reasons:
 - It must be capable of being a heritage asset within the government's definition
 - It must have heritage interest that can be conserved and enjoyed
 - It must have value as heritage for the character and identity of the area for its heritage interest beyond personal or family connections
 - Its significance must be greater than the general positive value of its surroundings
 - Historic
 - Artistic
 - Community
 - Evidence
 - Age
 - Rarity
 - Integrity
 - Group value
 - Coventry's identity
- Current process
 - Members of the public, organisations etc can make nominations for inclusions onto the local list via CCC website.
 - Nomination forms ensure that applicants consider the key grounds required of a valid nomination
 - Officers review nomination to ensure validity (N.B. without making a judgement on merit)
 - Cabinet Member meeting approval in order to take the nomination to public consultation
 - Following findings of public consultation, officer review leading to report and recommendation upon nomination.
 - Cabinet member meeting to present findings and approve/refuse the local listing

The Scrutiny Board asked questions and received information from officers on the following:

- Whether it was individuals or organisations that tend to nominate for local listings
- That the process is the same if a proposed listing is Council property or a private property and owners are included in the process

- The conservation officer makes recommendations as to what counts as a heritage asset but based on the criteria listed and also desk top research. Social history is considered just as significant.
- Outreach work did happen with schools to share local history but it was an area in development.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4) recommends to the Cabinet Member for Housing and Communities that the outreach programme with schools be strengthened and includes Ward Members.

11. Tall Building and View Management Framework Supplementary Planning Document (SPD) Public Consultation

The Scrutiny Board considered the reports, appendices and a presentation which covered the following:

- The two key functions of the Supplementary Planning Document (SPD)
 - To set the design guidance framework for proposals for new tall buildings throughout the city
 - To articulate and further clarify the considerations of the three spires view cones, already in policy in the Area Action Plan
- Consultation took place between 3rd August 2022 and 14th September 2022
- Delivers upon commitment in policy CC7 in City Centre Area Action Plan
- Received representations now being considered ahead of recommendations being made.
- Comments made by the Board would be included as part of the consultation

The Scrutiny Board asked questions and made the following comments:

- Concerns that the proposals could lead to lots of tall buildings in one area of the city centre where views aren't affected
- Whether views opened up by the removal of buildings could be added to the protected views
- How the viewpoints were identified.
- Whether the viewing points were promoted as tourist attractions.

RESOLVED that the Communities and Neighbourhoods Scrutiny Board (4):-

- 1) Supports the aims of the Supplementary Planning Document**
- 2) Recommends that the comments and concerns raised in the meeting be considered as part of the consultation representations.**
- 3) Recommends that the Cabinet Member for Housing and Communities promotes the viewpoints of the three spires as tourist attractions**

12. Work Programme and Outstanding Issues 2022/23

The Scrutiny Board considered the Work Programme 2022/23 and requested that the following items be added to the Scrutiny Board's Work Programme:-

- Strategic Flood Risk Assessment
- Fly-tipping and Street Cleansing
- Empty Properties
- Use of Green Spaces – including mile markers, lighting and paths

RESOLVED that the items identified by the Scrutiny Board be added to the Work Programme 2022/23

13. **Any Other Items of Urgent Public Business**

There were no other items of urgent public business.

(Meeting closed at 12.10 pm)

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Coventry City Council

Briefing note

To: Communities and Neighbourhoods Scrutiny Board (4)

Date: 3rd November 2022

Subject: Homes for Ukraine

1 Purpose of the Note

- 1.1 To update the Communities and Neighbourhoods Scrutiny Board (4) on the local implementation of the UK Government 'Homes for Ukraine' scheme.

2 Recommendations

- 2.1 The Communities and Neighbourhoods Scrutiny Board (4) is requested to consider and comment on this Briefing Note, making any recommendations to the Cabinet Member for Housing and Communities as desired.

3 Information/Background

- 3.1 The Homes for Ukraine scheme was launched on 14 March 2022 by the Secretary of State for the Department of Levelling Up, Housing and Communities (DLUHC). This scheme is open to Ukrainian nationals who were residents in Ukraine prior to 1 January 2022 and also to their immediate family members (for example spouse/partner and children under 18)* who may be of other nationalities, to be sponsored to come to the UK. Applicants can apply from Ukraine or from any other third country.
- 3.2 Coventry City Council and the voluntary and community sector are working in partnership to ensure the necessary LA functions are in place to provide sanctuary to Ukrainian people and families arriving in the city and the on-going support required.
- 3.3 Currently the [scheme](#) only allows individuals to sponsor Ukrainians. The number of people who can access this scheme is uncapped and is dependent on the capacity of the sponsors who come forward. Guests will be able to live and work in the UK for up to three years and access benefits, healthcare, employment, and other support.
- 3.4 Sponsors are asked to provide accommodation for a minimum of six months. Sponsors can also receive an optional 'thank you' payment of £350 per month for up to the first 12 months of sponsorship. Payments will stop when the sponsorship ends. Sponsors should not charge rent. They will not be expected to cover the costs of food and living expenses, although they may wish to offer this, especially in early weeks while guests are finding their feet in the UK.
- 3.5 The government announced on 22 June 2022 that the Homes for Ukraine scheme will allow children and minors under the age of 18 to come to the UK as part of the Homes for Ukraine Scheme without a parent or guardian. The changes will enable a child to apply for a visa if they have proof of parental consent. This must be certified by an authority approved by the Ukraine government, such as the Ukrainian consul abroad. Extensive sponsor checks will also be carried out by local authorities ahead of any visa being granted, with councils able to veto any sponsor arrangements they deem unsuitable. The sponsor should also be someone who is personally known to the parents. To date we have not received any applications for unaccompanied minors to come to Coventry, but we are working closely with children's service to support any applications *that are* made.

4 Coventry City Council Approach to Homes for Ukraine:

4.1 Coventry City Council has 9 main functions:

4.1.1 Safeguarding

- **Undertake basic DBS checks** for all adults in the sponsor household; In cases where the incoming arrivals include children and/or vulnerable adults
- **Undertake an enhanced DBS checks** with barred lists check.

4.1.2 **Accommodation Checks** - Make at least one in-person visit either before or shortly after a guest has arrived, to confirm that the accommodation is suitable and the guest is well and that there are no serious safeguarding, or welfare concerns.

4.1.3 **Interim payment for guest** - Provide an interim payment of £200 per guest for subsistence costs

4.1.4 **Provision of Education** - Provide school places for children of school age. Councils will be paid additional funding to support with this.

4.1.5 **Service referrals** - Provide advice and referrals to specialist public health services as appropriate

4.1.6 Work and benefits

- **Work** - Support to access local Jobcentre Plus appointments for benefit assessments and job-seeking.
- **Benefits** - Working age guests will be able to apply to receive Universal Credit and will be able to apply for advance payments where eligible. Pension age guests will have access to State Pension Credit and Housing Benefit provided they meet eligibility criteria

4.1.7 **Homelessness assistance** – In cases where the sponsor/guest relationship breaks down and the guest is homeless or at risk of homelessness, in this instance the Councils' statutory homelessness duties will apply.

4.1.8 **Community integration** - play a key role in supporting the integration of Ukrainian families into their local communities including organising community events.

4.1.9 **Administering payments to sponsors** - Administer the optional 'thank you payment' of £350 per month payments to sponsors as long as the sponsorship arrangement exists, for up to 12 months in total.

5 Update on progress:

5.1 A central registration portal managed by DLUHC has been set up which provides information about hosts and guests. Information is filtered by the team to start the process of DBS and Accommodation checks as part of the nine functionalities of the Local Authority.

5.2 To date (17th October) 231 Ukrainian guests have arrived in the city under this scheme, accommodated in 116 different properties. Additionally, the portal showed 188 hosts offering accommodation and 82 guests expected to come to Coventry before the end of the year.

5.3 As of 17th October, we have conducted 171 initial accommodation checks in total. Of these we have refused 7 as unsuitable.

Support for Guests

5.4 Our main focus has centred on co-ordinating a range of wraparound support to Ukrainian guests through the provision of ESOL, employment support, benefit advice, finding school places, provision of temporary bus passes and provision of Library cards and GoCV cards. More importantly, safeguarding of guests remains a constant activity. The team are in regular contact with guests as they settle in the city through:

- In-person welfare checks
- Monthly welfare calls
- Meeting guests at one of the activities taking place at the Central Library

Support for Sponsors/Hosts

5.5 A number of host webinars have been delivered to sponsors whose guests have already arrived in the city. This provides the opportunity for the team to update hosts with latest guidance and support available to them and their guests as well as for hosts to ask any questions they may have.

Communication

5.6 There are several ways that both hosts and guests can communicate with the team. This includes:

- The use of our functional email address which is checked daily:
HomesforUkrainecoventry@coventry.gov.uk
- A page on [the Council website](#) has been set up providing up-to-date information on the scheme: Coventry City Council website:
- A weekly newsletter is also distributed to hosts and guests that details the provision and support available in the City.

Matching and Rematching

5.7 Coventry Refugee and Migrant Centre (CRMC) have been commissioned to:

- Facilitate the matching process between potential hosts and guests
- Provide support in finding alternative accommodation for guests where necessary (re-matching).
- Provide benefit advice and application support to new Ukrainian arrivals

Additional support

5.8 Association of Ukrainians Great Britain (AUGB) has a community centre in Coventry and a vibrant community, there is also an active Ukrainian Catholic Church which has been very supportive. Together these organisations have supported the newly arrived guests from

Ukraine by offering pastoral support, weekly coffee mornings with events such as outings and speakers and have supported us as a local authority extremely well.

6 Challenges

- 6.1 **Ukraine Family Scheme:** Announced by the Government on the 5th March 2022 preceding Homes for Ukraine by two weeks, This visa scheme allows applicants to join family members, or extend their stay, in the UK. It runs in parallel with the Homes for Ukraine Scheme, however, the support that can be offered by the Council is limited. Local Authorities receive no additional funding for those coming through the Family Scheme; guests are not eligible to receive the initial £200 interim payment on arrival and family members who are providing accommodation receive no recompense or a 'thank you' payment unlike the Homes for Ukraine Scheme.
- 6.2 In addition to the above, funding is available for school and early years placements for children on the Homes for Ukraine scheme but not for those on the family visa scheme
- 6.3 One issue in particular is that where arrangements break down between those on the family visa scheme, councils are not allowed to move these families onto the Homes for Ukraine scheme. As such these Ukrainians are advised to present to the Council under homelessness legislation. This means that a small number of families have had to stay in temporary accommodation for periods of time.
- 6.4 We are concerned as a Local Authority, that we do not receive direct information from the Home Office about the number of individuals arriving through the Family Scheme and therefore cannot be certain of overall numbers. Our main source of intelligence comes via other organisations and teams or when individuals present to services. To date, we are aware of 107 individuals that have arrived under the Family Scheme but believe the number to be much higher, perhaps up to as many as 140.
- 6.5 We have express our concerns to DLUHC, about the inequity of the two schemes and continue to lobby so that Local Authorities are resourced sufficiently to support all those who arrive from Ukraine since the start of the war, regardless of the route used to enter the UK.
- 6.6 **Move on accommodation**
- 6.7 The first Ukrainians arrived in the City in early March. Although sponsors are able to host for up to 12 months, the minimum requirement for hosting guests is six months.
- 6.8 With no current guidance from DLUHC about move on accommodation after initial placements end, the Council is currently considering arrangements after the six months planned sponsorship to help people move on to longer term accommodation; stay with existing hosts or to be rematched.
- 6.9 On 6th October the Council held a housing information session for guests with speakers from Enforcement, Tenant Landlord liaison and a Homes for Ukraine host who is also a Private Rental Landlord. The session was well attended and very informative.

6.10 Long-term integration needs

6.11 Funding under the Homes for Ukraine Scheme is currently for one year, whereas client's integration needs are likely to be longer term, as recognised in other refugee schemes. Councils need early assurances that they will be resourced to provide this support to all Ukrainian arrivals in the longer term.

6.12 Officers will be supported at the meeting by a representative of the UAGB and one of the Ukrainian guests who have arrived under the Homes for Ukraine scheme.

Name	Peter Barnett
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Agenda Item 5

Communities and Neighbourhoods Work Programme 2022-23

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Please see page 2 onwards for background to items

Last updated 21 October 2022

7th July 2022
Consultations on SPD's – Biodiversity and Residential Building Design Highways Asset Management Programme - Scheme Assessment Process
6th October 2022 (moved from 22nd September)
Article 4 consultation HMO DPD Local Listings SPD -Tall Buildings and View Management
3rd November 2022
Homes for Ukraine Scheme
8th December 2022
Housing and Homelessness Services Green Spaces
9th February 2023
Empty Properties Fly-tipping and Street Cleansing
23rd March 2023
Strategic Flood Risk Assessment Flood risk management and drainage update report
2022/2023
Housing Development Infrastructure Average Speed Cameras Water Courses – management, infrastructure, and investment Skip Licenses Dropped kerb applications

Date	Title	Detail	Cabinet Member/ Lead Officer
7th July 2022	Consultations on SPD's – Biodiversity and Residential Building Design	To input into the consultation on the Supplementary Planning Document for Biodiversity and Residential Building Design	Cllr Welsh David Butler
	Highways Asset Management Programme - Scheme Assessment Process	About the selection and assessment process for schemes coming forward.	Cllr Hetherton Neil Cowper
6th October 2022 (moved from 22nd September)	Article 4 consultation HMO DPD	For the board to contribute to the consultation process	Cllr Welsh David Butler
	Local Listings	To look at the process and criteria for Local Listings	Cllr Welsh David Butler
	SPD -Tall Buildings and View Management	To consider the final SPD before Cabinet agreement	Cllr Welsh David Butler
3rd November 2022	Homes for Ukraine Scheme	How the Council is supporting the Homes for Ukraine scheme	Cllr Welsh Peter Barnett
8th December 2022	Housing and Homelessness Services	An update following an item in December 2021.	Cllr Welsh Jim Crawshaw
	Green Spaces	To consider levels of usage post pandemic and steps taken to encourage usage of green spaces and parks such as paths, lighting, and mile markers	Graham Hood Cllr AS Khan, Cllr Caan, Cllr Hetherton
9th February 2023	Empty Properties	To consider the work being undertaken to get empty properties back into use.	Cllr Welsh

Communities and Neighbourhoods Work Programme 2022-23

Date	Title	Detail	Cabinet Member/ Lead Officer
	Fly-tipping and Street Cleansing	Including an update from the task and finish group and progress on the implementation of the recommendations.	Cllr Hetherton/ Cllr AS Khan Andrew Walster/ Martin McHugh
23rd March 2023	Strategic Flood Risk Assessment	To receive the Joint Strategic Flood Risk Assessment	Cllr Welsh David Butler
	Flood risk management and drainage update report	An annual update on the flood risk management programme	Cllr Hetherton Neal Thomas
2022/2023	Housing Development Infrastructure	To look at proposals for planned housing developments and infrastructure. Specifically, to look at the timetabling of these developments and associated roads and infrastructure which will be required to support population growth and movement. To seek assurances that infrastructure will be in place before homes are occupied.	Cllr Welsh Andrew Walster/ David Butler
	Average Speed Cameras	Following the introduction of average speed cameras across the city, SB3 referred an item to consider the impact and effectiveness of the average speed cameras on road safety	Cllr Hetherton Joel Logue
	Water Courses – management, infrastructure, and investment	An item on Water Courses within the city, including investment in infrastructure in the City, with appropriate organisations, including Severn Trent Water and the Canal Trust, to be invited – to include the annual report.	Colin Knight/ Neal Thomas Cllr Hetherton
	Skip Licenses		
	Dropped kerb applications		

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