

EMPTY PROPERTY ACTION PLAN

Action	Action Number	Lead Officer(s)	Target Date	Expected Outcome	Resources
Empty Properties Communications Plan launched to include new website and promotional material	1	Empty Property Officer	July 2015	Reduction in number of empty properties through increased awareness and access to assistance	EPO/Communications
NEDDC/Bolsover Empty Properties steering group established	2	Empty Property Officer	July 2015	To raise the profile of Empty Property work across all council departments	EPO/EH/Revenues/Housing/Rykneld Homes
Procurement of any HCA CME funding for empty properties schemes	3	Empty Property Officer	Nov 2015	Delivery of additional affordable units	EPO/Housing Strategy/Action Housing/ HCA
Empty Properties Strategy launched	4	Empty Property Officer	Jan 2016	To provide clear strategic direction for empty property work with measurable targets and outcomes	EPO/EH/Finance/Legal/Members/Planning/GIS and others as required
15 additional housing units per year enabled by bringing both empty residential and commercial units back into use.	5	Empty Property Officer	Annual target to 2019	Additional NHB realised for the council. Increased number of affordable housing units delivered	EPO as coordinator with involvement from a range of partners

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Establish procedures to maintain an accurate baseline of empty properties in the District	6	Empty Property Officer	July 2015 and quarterly thereafter	3 monthly analysis of CT information resulting in an accurate baseline of LTE's to inform future work	EPO/Revenues
Reduce the number of empty properties by 5 through access to community knowledge and resources	7	Empty Property Officer	Annual target to 2019	Increased referrals of Empty Property issues and increased member engagement with EP issues resulting in a decrease in empty property numbers	EPO/Members/EH/Public
Develop an Enforced Sale Procedure (to support Action 5)	8	Empty Property Officer	Jan 2016	To reduce the number of empty properties through the utilisation of Enforced Sale	EPO/EH/Legal/Revenues
Develop a Private Sector Leasing scheme (to support Action 5)	9	Empty Property Officer	Nov 2015	To return empty properties to use via leasing properties off EP owners and placing tenants from the Councils waiting lists	EPO/Rykneld Homes/ Action Housing/Communications/Legal
Develop a Empty Dwelling Management Order Procedure (to support Action 5)	10	Empty Property Officer	March 2016	To assist in returning empty properties to use where owners are unwilling or unable to engage with the council	EPO/Legal/EH
Develop a Compulsory Purchase Procedure (to support Action 5)	11	Empty Property Officer	Oct 2016	To enable the Council to purchase Empty Properties as a last resort	EPO/Legal/EH
Investigate the use of a Council Tax premium for Long term Empty Properties	12	Empty Property Officer	March 2016	Inform the implementation or otherwise of the CT premium for LTE – Resulting in a reduction of empty properties	EPO/Revenues/Finance/Members

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Investigate the feasibility of utilising the CSB Empty Property strand	13	Empty Property Officer	Dec 2015	To provide a further option to purchasers of LTE's to finance works required	EPO/Housing Strategy/Members
Develop an Interest Free loan scheme (to support Action 5)	14	Empty Property Officer	March 2016	To enable further Empty Properties to be returned to use through a programme of refurbishment	EPO/Finance/Legal/EH
Provide informal assistance to 20 owners of LTE's	15	Empty Property Officer	Annual	To help individual owners return Empty Properties to use	EPO
Exploit the use of mapping empty properties onto the GIS system	16	Empty Property Officer	Aug 2015	To identify empty property hotspots and trends to enable effective direction of resources in reducing numbers of empty properties	EPO/GIS
Monitor and Report on EP work and numbers on a 6 monthly basis	17	Empty Property Officer	Ongoing	To inform officers/ members of ongoing empty property work and successes	EPO/Revenues
Prioritise 5 empty properties for enforcement via the enforcement matrix	18	Empty Property Officer	Annual	Return 5 empty properties to use	EPO/EH/Finance/Legal/Revenues
Explore the development of empty non-domestic buildings into affordable units	19	Empty Property Officer	Ongoing	Additional NHB realised for the Council Additional source of affordable units of housing made available. Extension of Platform for Life Opportunities for affordable housing for 16 – 25 year olds linked to employment and training.	EPO/ Regeneration/HCA CME funding and Platform for Life funding opportunities/ Estates