

Objective 1 – Ensure the availability and effective use of information on empty homes within the district. Through the maintenance of a database of all empty homes using information from Council Tax and other areas of the Council, supported by information from owners and other individuals.				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
1.1	Finalise export/Input reports and process to ensure Council Tax information is efficiently transferred to the Empty Homes Module and populate this system with current empty homes.	Initial population of the new empty homes Module in the Environmental Health system.	Empty Homes Officer, Licensing & Business Support Officer	30/6/10
1.2	Update the Empty Homes module at least twice each year with information from Council Tax.	Regularly updated information.	Empty Homes Officer, Licensing & Business Support Officer	Ongoing

Objective 2 – Maintain effective partnership working within the Council and with external partners. Effectively using Council resources in identification and investigation of empty homes, and in prioritising for action if required. Working with external partners to support empty homes activities.				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
2.1	Discuss priority properties with officers from other service areas developing joint action plans where appropriate.	Agreed plans of action to progress specific properties.	Empty Homes Officer	Ongoing
2.2	Develop process for sharing of information to allow targeting of action on areas of high housing demand.	Appropriate targets for action on empty properties in areas of high housing demand.	Empty Homes Officer, Housing Strategy and Policy Officer, Housing Development Officer	31/12/10

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Objective 3 - Raise the awareness of empty homes in East Herts and encourage action to bring them back into use. Effectively publicising the opportunities there are to help bring empty properties back into use for the owners and for those affected by an empty property in their locality. Encourage owners to take up the opportunities.				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
3.1	Maintain empty homes web pages, review pages and links at least annually.	Access for members of the public to understand East Herts approach and report empty properties.	Empty Homes Officer (web officer)	Ongoing
3.2	Provide annual newsletters to the owners of empty homes with current news and information to further encourage action.	Provide information to owners and continue to encourage reuse.	Empty Homes Officer	Annually
3.3	Publicise empty homes activities through internal and local press.	Increased awareness of the empty homes issues and activity in East Herts.	Empty Homes Officer, Communications	Ongoing

Objective 4 – Enhance the character of the local community through improvement and reuse of empty homes. Prioritise for action those empty homes that are problems in their local neighbourhoods and those that could alleviate particular housing need.				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
4.1	Risk assess all properties that receive complaints and produce a prioritised list for action.	Action targeted on problematic empty properties.	Empty Homes Officer	Ongoing
4.2	Identify those properties known to have been empty for the longest time and prioritise for investigation.	Longest term empty properties investigated and additional problematic empties identified.	Empty Homes Officer	Ongoing

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<p>Objective 5 – Take enforcement action where appropriate and where resources permit. Where a property is prioritised for action and the owner refuses to bring the property into use, undertake the most appropriate enforcement action for that situation.</p>				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
5.1	Develop procedure to be followed for Enforced Sale.	Documented procedure available to allow correct and consistent processes to be followed.	Empty Homes Officer	31/3/11
5.2	Initiate appropriate enforcement action on at least one property per year.	Bring empty property back into use and maintain a credible threat of enforcement action.	Empty Homes Officer	Ongoing

<p>Objective 6 – Develop opportunities to bring back homes in partnership with Registered Social Landlords where this supports the overall housing strategy. Develop general schemes with partner RSL's which can be offered to the owners of empty homes. Work with RSL's on individual cases where this could provide the most effective use of the property.</p>				
Action		Outcome (Comments)	Responsible Officer (Supported by)	Date
6.1	Develop existing schemes as necessary to maximise benefit.	Support for bringing empty homes into use.	Empty Homes Officer	Ongoing
6.2	Aim to bring at least two properties back into use each year through partnership activity.	Empty property brought back into use and available for Housing Options Clients.	Empty Homes Officer	Ongoing

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