**HSEG Meeting Action Decision Log – 31st January 2017**

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| Present: Jennifer Shaw, Ashford BC & Co Chair; Liz Crockford, Sevenoaks DC & Co Chair; Andrew Paterson & Emma Bartlett, Canterbury City Council; Aaron Nichols & Helen Miller, Medway Council; Hannah Gates, HCA; Sarah Lewis, Tunbridge Wells BC; Tessa O’Sullivan, ACRK; Paul Whitfield, Dover DC; Ashley Stacey, Thanet DC; Sandra Sainsbury, Shepway DC; Rebecca Smith, KHGApologies: Rebecca Walker, Swale BC; Satnam Kaur, TMBC; David Jeffrey, Ashford BCVisitors: Stephen Hill,  |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 31/01/17 | Minutes & Matters Arising | Minutes Agreed as accurate. There were no matters arising from the minutes. | **N/A** | **N/A** |  |
| 31/01/17 | Election of Chair | JS advised that there were two nominations for the position of Chair. AP and SL both put forward and it was agreed that they would Co-Chair the meetings going forward. | **RS to update the KHG website details about the Chair for the Sub Group. AP and SL to share contact details for the website.** |  |  |
| 31/01/17 | Review Terms of Reference | It was agreed to include:Formulate reviews to local and national consultations; links with external partners; HSEG Action Plan; links to KMHS Refresh and Implementation; links to other KHG sub groups and JPPB/KDG/KPOG;  | **RS to update and circulate the ToR for comments.****RS to add to March HSEG Agenda for sign off** | **RS****RS** | **By 10th Feb****21st March** |
| 31/01/17 | KMHS Refresh | RS advised that she will work on the agreed key themes devised and its anticipated that the KMHS will be launched Summer 2017. RS recently met with Kerry Parr and Brian Horton and agreed to make contact when review of evidence base is required. RS will be asking all KHG sub groups for support to refresh the strategy.The SELEP has a new Housing Sub Group established, picking up commercial development. The LEP Board have agreed that this sub group will be chaired by a development lead. KHG will be represented on the sub group, and it was agreed by KHG EXB previously that Tracey Kerly should continue to represent KHG. The Local Growth Fund is still awaiting allocation information. There is a partnership with Housing Finance Institute to deliver the Housing Business Ready Programme; locally this is happening in Thanet.RS also advised that work continues on the County wide DFG Project, KHG have been involved in communication with Kent Leaders and MP’s regarding the Homelessness Reduction Bill and London Placements in Kent. There is a KCC and Housing Mental Health Workshop in February, JPPB are working with Housing colleagues on the Annual Public Health Report which is focusing on Housing. With regards to Unaccompanied Asylum Seeking Children a small working group to look at housing options is going to be set up between Housing and KCC. | **RS to share link to draft KHG and KHG EXB January minutes for information.** [**http://www.kenthousinggroup.org.uk/events/kent-housing-group-executive-board-meeting/**](http://www.kenthousinggroup.org.uk/events/kent-housing-group-executive-board-meeting/) | **RS**  | **By 6th February** |
| 31/01/17 | HCA Update | **AHP 15 – 18** still open for CME until 31/3/17. HG has sent a list to those authorities who have had an allocation. **Starter Homes Unlocking Land** – Ebbs Fleet are working on first tranche, HCA will work with others who have bid. **Locally Led Garden Towns & Cities**, Otterpool in Shepway and Essex have successful bids. **Home Building Fund** – this process and service more easy to negotiate. **Community Led Housing** – some Kent authorities have had funding.The HCA restructure is nearly completed, HG has secured a role and HCA are looking at how to engage with external groups. Chatham office closes on 3rd February 2017. HCA likely to be rebranded. | **Colleagues to contact HG if not received confirmation of allocation.****HG will attend HSEG where possible but if not will provide a written update for the Group.** | **ALL****HG** | **AS required****As Required** |
| 31/01/17 | Help to Buy | JG advised that there is home show booked at the Hop Farm. 26 stands are booked currently. JG will also be going back to Lingfield Park for another event. No news from Government on any changes to Help to Buy within the Housing White Paper. The current contract for BPHA is March 2018. JG advised that HCA take the lead on the bidding for the contracts.  | **JG keen to hear from colleagues about potential areas for holding events later in the year.** | **ALL** |  |
| 31/01/17 | HSEG Table of Products | JS advised that Ashford BC have been in discussion with Cheney about a site in the Borough. Ashford BC has ruled out Opt to Buy as an option for the borough.There was a discussion about the length of leases and models of delivery, accessing funding and value for money through companies such as Cheney. RS advised that the RentPlus presented to KHG on 25th January, the presentation is on the KHG Events Calendar. | [**http://www.kenthousinggroup.org.uk/events/kent-housing-group-full-membership-meeting/**](http://www.kenthousinggroup.org.uk/events/kent-housing-group-full-membership-meeting/) |  |  |
| 31/01/17 | HSEG Action Plan | **Objective One** – Covered by RS in the KMHS Refresh Update.**Objective Two** – SL to remain single point of contact for the sub group about affordability. HM advised that in Medway offer a licence then tenancy process to young people leaving care and sharing accommodation.**Objective Three** – Development of Future Communities.**Objective Four** – Rural Housing Protocol has been revised and signed off by KHG EXB. TOS is exploring potential options for formally launching and sharing the revised version, including tagging on to another linked event (Community Led Housing/Neighbourhood Plans). LC suggested a covering letter with Housing Needs Surveys about the Protocol, with a link to the website.**Objective Five** – Older Persons Housing Protocol is likely to be picked up via the KMHS Refresh. Ashford BC has considered a ‘try before you by’ to encourage older people to use the accommodation for a short period of time to experience life in Extra Care schemes for example. Funding is the key issue for this concept.PW advised colleagues that KCC are in discussion about withdrawing funding for sheltered schemes. This will impact financially on local authority providers and RP’s for schemes going forward. Funding is likely to cease from October 2017.**Objective Six** – Tenancy Strategy is to be reviewed in March.**Objective Seven** – AN will commence work on the benchmarking report in March 2017. | **RS to check with Helen Sudbury about progress of this group and work – the draft Principles of Affordability.****To be picked up in the KMHS Refresh****RS will publish on the KHG website and share the link.****TOS to feedback on progress with a launch.****TOS to share with Parish Council contacts.****TOS to take this back to ACRK****RS to note as part of the review of the protocol.****RS to note for March agenda****Colleagues to note requests for info and deadlines from AN for the update.** | **RS****RS****RS****TOS****TOS****TOS****RS****RS** **ALL** | **1st Feb 17****As required****By 6th Feb 17****ASAP****After 6th Feb****As required****As required****21st Mar 17****As requested** |
| 31/01/17 | Community Housing Fund Discussion | Stephen Hill provided an overview of his role and the Fund. SH has been instrumental in working with DCLG in developing the fund proposal. The fund is £60million a year for five years. Initial revenue funding required alongside the capital funding allocated. A key measure is to look at support mechanisms in areas where there has been delivery of community led models (local umbrella organisations). DCLG keen to learn how to replicate this enabling activity/infrastructure elsewhere and the cost of this. Proportion of second homes and a measure of affordability – the formula applied directly to the fund and allocated. This year’s money had to be allocated **by 31st March**, with 50% now and the matching 50% if a good proposal submitted to DCLG. There is no pressure to spend the money by 31st March.There is no predetermination on how allocation is spent this first year, future years may see a focus on more capital spend. It’s likely that the HCA will carry out due diligence on the submitted proposals and send this back to DCLG and through an investment panel with funds going to a LA as Section 31 money. It will not be ring fenced money.DCLG and Power Change (Lottery Legacy) working together to support national community led projects, to include urban areas. The lead areas include Bristol and they are developing Locally Approved Provider Protocols to ensure consistency in locally approving companies to receive the funding.Building and Social Housing Foundation are trying to understand from LA’s what they feel the priorities are for use of the funding. Key questions to consider– will you be *acting alone or collectively? Do you have an umbrella organisation? Do you need one or more umbrella organisation to work across counties? Do you want to support more community housing across a whole county (where not all LA’s may have received funding)? to what extent are you responsive to community groups and do you need to promote and stimulate interest? Any connection between this and the Custom Build Register?*In Kent – Canterbury, Dover, Sevenoaks, Shepway, Swale, Thanet, Tonbridge & Malling and Tunbridge Wells all allocated funding.Nigel Kersey is overseeing this within DCLG and is very flexible on the fund.The deadline for submitting a response from local authorities is end of February.The guidance paper has definition about ‘community led’ which is quite broad and there is a focus about delivery infrastructure which is about personnel. JS suggested considering using the funding to support the role of TOS who is working with potential CLT’s and also working with colleagues about exception site delivery.Brixton Green in Lambeth and St Clements are examples of communities to secure more homes as part of this process, when using the fund to enable delivery as part of larger strategic sites. Part of these examples includes an agreement to meet local housing need.The Wessex CLT model has been productive and provides communities with the support to move forward with delivery. Limited Equity – 100% owner but restricted within the lease regarding the price at point of sale.Co- Housing – most schemes are promoted and developed by people with existing equity. There is a scheme in Colchester where there has been assistance from HCA in regards of a loan to purchase the site. Hanover worked on a Co-Housing scheme in Barnet.There is national Co-Housing Network site and there is a Kent Co-Housing Group who has a Social Media site, they are currently based in T&M. There is also a group in Sevenoaks. This is where to establish where there are Co-Housing groups.SH suggested developing a ‘revolving fund’ to which the funding could be pooled and then drawn down from. This approach has been adopted elsewhere. You would need to demonstrate a governance arrangement for the pooling of funding and distribution, provision for future eventualities. SS advised that Shepway DC are taking a report to CMT week commencing 6th February and if there is any interest to work in partnership. SHDC have Otterpool and other potential sites, with land available for community led development.  | **Colleagues who have been allocated funding are to share their progress with the whole HSEG/KHG.****Colleagues who have been allocated funding to go back to their respective local authorities to ascertain the potential proposals and set up necessary meetings to formalise a plan to share back with DCLG to secure the second 50% of the allocation.**smdhill@gmail.com – SH is happy to support and act as a sounding board about potential plans to liaise with DCLG. | **ALL****ALL** | **As appropriate****As appropriate** |
| 31/01/17 | AOB | JS raised the Supported Housing Consultation. Support Solutions have an overview to the consultation. Ashford BC have developed a response and shared with KHG for the Countywide response.SL advised that TWBC have had two applications to their Housing Register who are in Affordable Rent accommodation but can no longer afford the rent. TWBC have no policy to manage this situation when this arises.HM is drafting a Homelessness Prevention Strategy for Medway, RS will put on the KHG website when ready for wider consultation. | [**http://www.supportsolutions.co.uk/briefing/issue\_12/community\_sustainment.html**](http://www.supportsolutions.co.uk/briefing/issue_12/community_sustainment.html)**HM to share link with RS when ready for circulation.** | **HM** | **As required** |

Thanks noted to Ashford BC for hosting