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| Present: Andrew Paterson, Co Chair & Canterbury City Council; Sarah Lewis, Co-Chair & TWBC; Jennifer Shaw, Ashford BC; Sandra Sainsbury, Shepway DC; Ashley Stacey, Thanet DC; Liz Crockford, Sevenoaks DC; Tessa O’Sullivan, ACRK; Emma Bartlett, Canterbury City Council; Apologies: Jane Griffiths, BPHA; Andrew Connors, Tony Stewart & Alison Elliot, Maidstone BC; Rebecca Walker, Swale BC; Arron Nichols, Medway Council; Elly Toye, Dover DC, Lesley Clay, JPPB; Jo Allchurch, LGA  |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead Person** | **Timescale** |
| 23.05.17 | Introductions | Noted around the table. | N/a | **N/A** | **N/A** |
| 23.05.17 | Mins & Matters Arising | Minutes were agreed as accurate.Page 1 – AP feedback that he attended KHG and advised that HSEG do not have any current work streams from KHG. RS also updated that Satnam Kaur is leaving TMBC in mid-August.Page 2 – TOS is aware of the funding allocation, but is unaware about what the plan is for the money. Shepway, Canterbury and Thanet are due to meet to discuss. The West Kent Authorities have met. There is likely to be a joint funded post to manage the self-build element. AP noted amendment required to the minutes ‘Date protection to data protection’.Page 3 – RS has circulated the request for the KHG Tenancy Strategy and will go back to KHG about the need to redraft the existing version.RS advised that she did request colleagues to share information about attending meetings and frequency. It was agreed that attendance may be impacted by changing roles within organisations. It was agreed that colleagues could ask for particular agenda items or topics of discussion. | AS to arrange the meeting of the three East Kent authoritiesRS to amend the minutes regarding Data Protection.RS to liaise with SK and feedback to HSEGIt was agreed to reduce the meeting frequency and to limit to two hours were possible.  | **AS****RS****RS****RS**  | **ASAP****26.05.17****26.05.17****26.05.17** |
| 23.05.17 | Agreed Reviewed Terms of Reference | It was agreed to update the Terms of Reference as required.AP advised that other KHG sub groups do struggle with attendance from all district and borough authorities. Good attendance was noted at the Kent Homechoice meeting, this is an operational and partnership led meeting. | Updates to the ToR: Change delivery to deliver under objectives.Change bi monthly to quarterly.Presentation to Representation under membership.Chair and Vice Chair to elected and reviewed every two years.RS to ask Kent Homechoice about sharing minutes from meetings with HSEG or via the KHG website.RS to liaise with TCHG about potentially attending HSEG as the HA representative.RS to share the ToR with HSEG and the KHG EXB for information.It was agreed to cancel the July meeting, move the September to Tuesday 3rd October 10am to 12pm at Ashford BC. RS to set new dates for 2018, January, April, July and Sept/Oct. | **RS****RS****RS****RS** | **26.05.17****26.05.17****26.05.17****26.05.17** |
| 23.05.17 | Homes England Update | Homes England unable to attend. | RS to make contact with HG about attendance at future meetings or sharing a written update if unable to attend. | **RS** | **26.05.17** |
| 23.05.17 | Help to Buy Update | JG was unable to attend the meeting in person but thanks passed to colleagues for supporting the recent Hop Farm event, this was very well attended. There was no additional update from JG.SL asked if colleagues can investigate stats for local areas for shared ownership data. It was agreed that an update on how to access or use the system would be useful. JS asked whether colleagues have experienced a HA buying back a proportion of a share on a shared ownership property that has a high value share to encourage a sale of the property as its value is high? LC advised that the LA could provide grant funding through the commuted sum (S106) to the HA to assist them to purchase a percentage of the share back.LC advised that a recent housing study undertaken, 70% would like to do shared ownership, a shift of the evidence gathered via the most recent SHMA. AP advised that providers are all considering Rent to Buy models for Kent. Certainly Moat and Orbit are. The concept is that after five years of renting the household will be in a position to purchase, the expectation is that the home would be purchased within 20 years and households could be supported with financial advice to enable the purchase. Properties are bought out right and not as a shared ownership product. Households are offered the opportunity to purchase every five years. Maidstone BC has a community contribution group as part of their housing register, which this model may assist with in terms of housing. The NPPF definition is changing to incorporate Rent to Buy.  | RS to contact JG about providing a tutorial or update on accessing information from the system.RS to ask JG if she can establish need for Shared Ownership from London to Kent and then to liaise as appropriate with London council representation.ToS to share the list of local needs properties/schemes via RS for circulation and update.SL will share information/feedback via RS from Rent Plus about who their model has assisted. | **RS / JG****RS / JG****RS / TOS****SL / RS** | **26.05.17****26.05.17****26.05.17****As available** |
| 23.05.17 | HSEG Table of Products | The product table has been updated following the last meeting. It was agreed this remains useful.RS advised that MHS are piloting a shared accommodation scheme for under 35’s. Details to be found on the KHG Website NMSG meeting for February 2017. Ursula Harris, formerly West Kent HA, will be presenting the NMSG in July on their model of shared accommodation for learning. TCHG are also launching a shared accommodation model. Habitat for Humanity is providing 9 units of shared accommodation in TWBC, there is a strong working relationship with the Churches in TWBC. | Colleagues to share updates as available.<http://www.kenthousinggroup.org.uk/events/neighbourhood-management-sub-group-meeting-2/> | **ALL****ALL** | **As appropriate****As required** |
| 23.05.17 | HSEG Action Plan | **Objective 1** - RS updated that work on the refresh of the KMHS should resume June/July which will result in work streams for the group.**Objective 2** - SL to continue leading on Objective Two. **Objective 3** – there was a discussion about the usefulness of the Creating Communities Protocol, this is not considered by Planning Officers.**Objective 4** – the Protocol has been updated. ToS updated that the launch was intended to be tied into the Community Led Housing work, this has been delayed. ToS has all the dates of the area Parish Council meetings.**Objective 5** – RS advised that this work will be updated as part of the KMHS refresh. SL commented that this is an important element to incorporate within the refresh.**Objective 6** – RS to liaise with SK and KHG about requirement for a Kent Tenancy Strategy and update at the next meeting.**Objective 7** – AN on behalf of HSEG to continue providing annual benchmarking data. AP commented that the Government return now includes starts as well as completions. This is in Section J of the return. | Objective 3 - Agreed to remove this from the HSEG Action Plan. RS to share the version updated by NMSGObjective 4 - Agreed to include as part of a CLH event later in the year. It was agreed to update Objective 4 to include rural and community led housing. ToS to share the link to the new protocol to all Parish Councils and advise them that a launch event will take place in Autumn 2017.RS to amend Objective 1 to include the review of the OP work, rather than having a separate Objective.It was agreed to include starts to be included (section J as part of the Government data return) in the annual benchmarking. | **RS****RS****ToS****RS****AN** | **26.05.17****RS****ASAP****26.05.17****When required** |
| 23.05.17 | Discussion Session | **Adoption of Roads by KCC** – RS advised that this was discussed at KHG and Nick Fenton has agreed to discuss this in more detail with Kent Developer colleagues at their next meeting. This issue has been raised by a number of providers as the cost associated with management of the road. LC suggested having a clause within the S106 agreement that costs are borne or associated to the marketed properties. SL has experienced a similar issue with woodland on sites. **Self-Build Funding** – every local authority received approximately £6k. The money has not been ring fenced for housing, in some areas this has gone to Planning. There is a plan to share funding and have a role to manage the Self-Build register; there are also discussions with ACRK to manage the CLH fund across the West Kent Authorities.**CLT Funding** – ToS advised that some Community Led Groups have approached ToS/ACRK about applying to the LA for funding from the CHF to enable them to move forward with their plans. There is a Kent Co-housing group and another group on the Isle of Sheppey. ToS has advised that LA’s are not in a position currently to provide funding as it’s not clear how the fund will be managed. ToS advised that the Co-Housing Kent group are likely to be registered with the National Co-Housing body. ToS is keen to see more information sharing about CLH and the potentials schemes; this will form part of the event to be held later in the year.  | RS to liaise with NF about the outcome of the discussion with developer colleagues and understand why the roads aren’t being adopted.LC to share the Sevenoaks DC s106 template to agree what’s an acceptable service charge and share information with providers.It was agreed to have this as a standard agenda item. | **RS****LC****RS** | **26.05.17****26.05.17****As required** |
| 23.05.17 | KHG Update | RS advised that the Housing and Health Seminar planned for July has been postponed; the KHG Awards will go ahead as planned for September 2017, with more information to be shared in due course. Work on the KMHS will resume following the General Election in June and completion of the Integrated Housing Health and Social Care Project. HSEG will be asked to contribute to the work on this strategy refresh.KHG have recently presented to Kent Chief Executives about the impact of the new Homelessness Reduction Act. KHG have also been asked to present to Joint Chiefs about housing innovation and growth at their away day in June. RS has circulated a request to colleagues for information to help formulate a presentation. Deadline for information is 9th June.KHG are looking at membership opportunities, having received requests to join the membership from other providers. Work includes considering a tapered membership fee based on stock size. There is a small T&F Group of KHG EXB members meeting in early June to agree the KHG Budget for this year and next and how to maximise opportunities for income and how to promote KHG.The SELEP update is available via the KHG minutes, on the website. | Jill Pells will share appropriate web-link and information when availableColleagues to share information about themes for workshops going forward.Colleagues to share relevant information with RS to inform the presentation for Joint Chief Executives. RS to share the email shared with Heads of Service.All colleagues to note. <http://www.kenthousinggroup.org.uk/events/kent-housing-group-full-membership-meeting-2/> | **JP / RS****ALL****ALL****ALL** | **When available****09.06.17****As required** |
| 23.05.17 | AOB | JS asked whether colleagues have or are working on an Asset Management Strategy, AS is also working on this for TDC. LC commented that Gravesham BC did have one.AP asked about Housing Strategy updates, ABC is in process, Sevenoaks DC have shared the link to their refresh (this will go to full council for September). There is a West Kent Housing and Homelessness Strategy; this is in draft, due to go through formal processes.ToS raised the extension of Voluntary Right to Buy, colleagues advised that the pilot has been extended and will look at porting and exclusions as these were issues from the first pilots.EB advised that Rent Plus have shared some statistics (during the meeting), this will be shared with the notes. | SS to share the Shepway DC current strategy via RS.Link to be shared when adopted and available.EB to share via RS for circulation | **SS****EB / RS** | **26.05.17****26.05.17** |
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