**HSEG Meeting Action Decision Log – 3rd October 2017, Ashford Borough Council**

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| **Present**: Sarah Lewis, Co-Chair & TWBC; Andrew Paterson, Co-Chair & Canterbury CC; Jo Ellis, Mentor & TCHG; Ashley Stacey, Thanet DC; Tessa O’Sullivan, ACRK; Elly Toye, Dover DC; Jane Griffiths, BPHA; Liz Crockford, Sevenoaks DC; Aaron Nichols, Medway Council; Sandra Sainsbury, Shepway DC; Gillian Aylett, TMBC; Emma Bartlett, Canterbury CC; Rebecca Smith, KHG  **Apologies**: Sarah Platts, KCC; David Jeffrey & Jennifer Shaw, Ashford BC; Rebecca Walker, Swale BC; Tony Stewart & Alison Elliott, Maidstone BC  **Visitors**: Hannah Clements, KCC | | | | | |
| **Meeting Date** | **Reference** | **Notes** | **Action/Decision** | **Lead** | **Timescale** |
| 3.10.17 | GIF Update | Published in 2015, the GIF is a picture is of housing growth up to 2030 and at what cost to provide the housing, the infrastructure requirements. There is a breakdown of infrastructure requirements and costs. The original 2015 version found a massive challenge of infrastructure funding and a £2b gap in funding.  Now providing and update to the 2015, showing similar messages but identifying new messages. The presentation provides information about number of new homes, infrastructure. 2011 – 2030 – reinforcing existing messages, the funding gap around infrastructure is decreasing, slightly. Cross county projects are big priorities (lower Thames crossing and Crossrail to Ebbs fleet). The challenge remains the same, a graph to show housing completions and planned housing.  The GIF does identify successes, the gap in funding remains a barrier to growth but the GIF should bring forward recommendations to address issues identified. Actions include work around investment and innovation.  The GIF takes a sub county approach in the new version, split to North East and West, the layout is similar but there are new infographics and maps to make information clearer. New chapters are included – a new focus on maintenance and associated costs, need to future proof infrastructure – presentation includes information about highways maintenance costing. New chapter – a 2050 Picture for Kent and Medway, this is about matching London and National Local Plans that run to this term, linking to technology, planning and building resilience within communities and Health and Social Care.  Another focus is Climate challenges – what could happen by 2050, Kent still has a large agriculture sector, how to future proof homes and adapt existing provision. There is an ageing population to consider as part of the overall picture (see slides for more information about projected population to 2050). By 2050 will have to consider OP who are 100+ years.  There is a chapter about London and the relationship with London, a wider look at development questions to work positively with London, how to respond to the London Plan and Transport Plan, making sure Kent’s needs are addressed as part of this. The 2017 GIF will have focus on the Commercial space and offer in Kent, there is a current decline in supply of commercial space in the County. There are slides about the impact of regulatory changes on demand and supply.  The GIF will develop and action plan, the original GIF had 10 actions, there has been a lot of work in KCC around utilities since the last GIF as part of that, there is more to develop further. There will be a stand-alone action plan working with local partner groups, picking up themes identified within work such as the KMHS. The slides provide a time line of work for the GIF. SP and HC thanked colleagues for accepting their presentation on the GIF. There will be continued engagement across all groups and key personnel about the development of the GIF.  **Feedback about the GIF & Presentation** –  What is the definition of Infrastructure? There are five key elements to the definition: Transport; Education; Utilities & Environment; Communities & Culture; Health and Social Care.  The information in the GIF is not new, it’s taken from a variety of sources and is brought together in a collaborative framework.  There are sub committees set up for elements of the GIF, for example Utilities where the key issues are discussed amongst appropriate representatives. Energy is the next topic for a subcommittee. The impact of infrastructure on affordable housing was discussed and this is being considered , using overall delivery numbers not just affordable housing numbers, and will be put into the action plan that will sit beneath the GIF. | **RS to share presentation**  **Colleagues to contact Hannah with any queries or comments from the presentation** | **RS**  **ALL** | **By 7/10**  **By 9/10** |
| 3.10.17 | Mins/Matters Arising | Minutes Agreed as accurate.  Page 3 – Under 35’s workshop is taking place on Friday 6th October, notes and presentations to be shared following the event. | **RS to ensure information available after event** | **RS** | **By 16/10** |
| 3.10.17 | HCA Update | There was no representative from the HCA. AN advised that he met with Stephen Baldry yesterday but there was no information to share. He did update that there is funding available for any specialist accommodation, as previous funding was not fully utilised. Would rural schemes be considered? Medway are looking at LD, Sheltered Plus, and accommodation for those leaving institutions.  There has been some feedback from HCA about funding for exceptional sites/circumstances, there is also potential recycled grant to be used, from the 2016 – 21 programmes, and this has to be committed within the next 12 months. |  |  |  |
| 3.10.17 | Help to Buy Agent Update | The HTB contract has been extended to 2019, successful event at Brands Hatch 450 attending and 21 exhibitors, lots of interest and good quality people coming through. HA’s cant access data from the HTB website any longer, the HCA have been audited and it was considered that the data should be more protected/restricted. Now this information is just used for market appraisal, all sensitive data is removed.  Shows are therefore more important for exhibitors, HA’s have to now do more to market. There was a provider meeting in June, feedback is that there are still sales off plan, business as usual. HA’s can market to those who have registered an interest through the website, applicants have to be more proactive about seeking out providers in an area of interest.  Every person who is interested in the Shared Ownership has to apply and be approved, people who are registered are then provided with an alert about new properties, HTB are also sharing bulletins with some property information and advising about proactive searching.  There is more activity through social media to promote the website and how to use it more proactively. Once a report is run on the system by a local authority it will sit on a dashboard, it is a live system so information will change but there will be no sensitive data.  JG is working internally about updating completion information so that the system is up to date. It is up to the HA to ensure that the completion data is up to data, the HTB agent can then undertake a soft cleanse of the data on the system.  KHG to put a plea out to the HA colleagues and developer colleagues about their completion data and how this can be updated more regularly to prevent LA’s having to contact each HA individually.  JG advised that currently it is four working days to process an application for HTB, there is an auto approve on the on line applications, the team is working to two days approval. HA’s good at telling people how to apply. The HA will undertake the financial checks on applications once they apply/find a property.  JG is considering venues for 2018 events. JG is meeting with a colleague to look at a potential big Kent event for 2018 and will feedback accordingly. AP suggested a potential event for East Kent shared ownership as Canterbury for example has a lot due to come through going forward. Could local authorities and HA’s work together with help from the HTB agent to host a local event.  LC questioned whether BPHA are resourced to do so would they hold/assist information for intermediate products such as Build to Rent, how will applicants be captured and eligibility checked? JG advised that the website does cover ‘other’ products aside from HTB but this could change if the HCA change or confirm if intermediate products would fall into the HTB criteria. Currently it doesn’t sit in the HTB programme. JE advised that some providers are using Right Move for ‘pure’ intermediate products. SL advised that TWBC have used Kent Homechoice for some intermediate products available in Tunbridge Wells. | **Colleagues to contact JG if they require assistance with the system access/use**  **RS to take back for KHG colleagues** | **ALL**  **RS** | **As required**  **By 16/10** |
| 3.10.17 | HSEG Table of Products | The document was a list of the products available to assist getting people into housing across the board. This is everything that wasn’t a standard product.  Heylo Housing has presented to the KHG previously, presentation on the KHG website.  There was a discussion about OPSO and how this is marketed if not within Extra Care. GA has approached HA’s about whether there is an opportunity for OPSO that isn’t an OPSO grant funded scheme and if this is the right way to approach as traditional shared ownership may not be an attractive housing option for an older person with sufficient equity to purchase 75% outright.  It was agreed to leave the table of products on agenda. | **RS to put link into minutes to presentation from KHG** | **RS** | **By 7/10** |
|  | HSEG Action Plan | **Rural Housing Protocol** – The revised protocol has been shared with all Parish Councils, the potential shared event is likely to take place in the New Year (linked to the Community Led Housing Event).  **KMHS** – RS updated that the evidence base will be updated this month, RS meeting with Kerry Parr in November to review the outcome from the evidence base. Sarah Robson, Chair of KHG presented initial thoughts on the KMHS refresh to Kent Leaders last week, they are keen for the document to be dynamic, useful and a tool to assist with lobbying and working with Government on housing issues. Further updates will be shared and HSEG will be used to help shape and work on the document. The outcomes will also shape the action plan for the group going forward.  AN advised that just Maidstone BC to provide data for the Kent and Medway Quarterly report.  Tenancy Strategy – to be removed from Action Plan  Affordability Gap – this will be need further consideration, will be picked up through the KMHS and through small working groups. | **TOS when information available**  **RS to send chaser to Maidstone**  **RS to remove from Action Plan** | **TOS**  **RS**  **RS** | **As available**  **By 16/10**  **By 16/10** |
|  | **Discussion Session** | Promotion of social rent as new build opposed to affordable rent – would promotion of social rent impact on the numbers? SL commented that in TW there are residents living in affordable rent who are applying to the housing register as they cannot afford the affordable rent property. Colleagues around the table have limited or no HA partners are offering social rent.  JE commented that the TCHG Board are considering the affordable debate and how to mitigate delivery and the appropriate levels to meet need in more affluent/expense areas, the potential for how to mix sites to enable meeting need across affordability. Other HA’s having similar discussions. There is no requirement from local authorities on percentages with regards to social rent, HA’s trying to assist local authorities and deliver products that help those on the housing registers.  Threshold & tenure requirements discussion – LC advised that generally thresholds at SDC are met; there will be more flexibility about tenure split in the new local plan. For smaller schemes in urban areas or AONB there is no interest from HA’s as the delivery numbers are too small (excl rural exception sites) in SDC. This is an issue in other areas of Kent.  Generally there is a 50/50 split about tenure on sites from both HA’s and developers. AN has a tool kit to help with viability and tenure split for sites, there are internal pressures and infrastructure costing in other areas of Kent that impact on schemes and numbers. LC commented on the Mayor of London (GLA) approach to viability and the team that is working on this in London, would they have capacity to assist in Kent or an opportunity to buy into this service/expertise? Is this an issue for planning? | **RS to share back to KPOG chair for further discussion**  **AN to share consultant details that used in Medway and his tool kit which is set up for Medway but can be tweaked** | **RS**  **AN** | **By 16/10**  **By 16/10** |
|  | **AOB** | Discussion themes/presentations for January 2018 to AP/SL.  JE is here for the group as support and colleagues to contact if necessary, JE suggested a catch up with AP, SL and RS ahead of January meeting.  There has been a meeting regarding CLT funding, there is discussion for a post to deliver community led housing across some of the East Kent Districts. Full details haven’t been agreed yet but will be taken forward. | **ALL to note**  **RS to set up meeting**  **Colleagues to update as information available** | **All**  **RS**  **All** | **As Required**  **For Dec**  **As required** |

***Thanks noted to Ashford BC for hosting***