**Present:**  Rebecca Smith, KHG; Sandra Sainsbury, Folkestone and Hythe DC; Ashley Jackson, Thanet DC; Emma Bartlett, Canterbury CC; Tessa O’Sullivan, ACRK; Arron Nichols, Medway Council; Donna Michael, Ashford Borough Council; Steve Fox, GCHA; Sarah Lewis, Chair and TWBC; Angela Vincent, Community Led Housing

**Apologies:** Liz Crockford, Sevenoaks DC; Rebecca Walker, Swale BC; Mark James, Ashford BC; David Jeffrey, Optivo; Hannah Wilson, Homes England; Simon Mitchell, KCC; Brian Horton, SELEP; Jennifer Shaw, Ashford BC; Sarah Tickner, HHSC Sub Group KHG; Gillian Aylett, TMBC;

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| **Ref** | **Notes/Outcome** | **When** | **Who** | **Action/Decision** |
| **Action log from Nov 2019** | Minutes agreed as accurate, matters arising –  Page 1 – SL to share Phi Capital Report with colleagues via RS. | **ASAP** | **SL** | Share report for circulation |
| **Community Led Housing** | AV shared an overview of Community Led Housing, encouraged colleagues to share and guide people to the Community Led Housing website – as per slide one of the presentation.  Marmalade Lane shared as a good practice example with colleagues, AV can explore the opportunity to visit this scheme if colleagues are interested. This scheme includes a Common House with communal areas, dinning and also kitchen for use by the whole community.  Funding for Community Led Housing and Co Housing – waiting an announcement from Government on this. There is movement from Government around Green Homes, sustainable homes – does this fit with community led housing?  AV can share details of where a Community Led Policy has been developed and helps to share the message about this type of housing delivery. AV advised that there is not a normal or standard finance structure for community led or co housing, it is exempt from leasehold restrictions, all homeowners are free hold, and the homes are leased. Community Groups are encouraged to visit the main website as this is updated with news or policy change as it comes forward, and also a good place to share/learn about developments. |  |  | RS to share slides with meeting notes  Share AV contact details |
| **KCC Accommodation Strategy Update** | Simon Mitchell unable to attend today. However he did confirm that the revised accommodation strategy is now all finalised and there is ongoing work with the KCC digital team to get it online and released. As for the Market Position Statement to support the strategy, KCC have taken a fresh look at this and working on it for release later in the year. |  |  |  |
| **KHG Update** | Following consultation the KMHS has been redrafted, currently finalising formatting, aim to have completed by early next week. Further consultation on the new draft, a short window to review and feedback on the redraft. Content and format reflects suggestions from colleagues, including the introduction of a new Theme Safer Housing, to reflect the focus and likely legislative change around the safety of homes following the Grenfell Tragedy.  The redraft will also be shared with Kent Chief Executives and then Leaders in March, KHG are seeking their endorsement of the strategy. HA members of KHG are to be encouraged to share with their Board Members. Action Plans will be shared across the sub groups to sign off and agree implementation.  KHG are still supporting work around the Kent and Medway Infrastructure Proposition, working with MHCLG and Homes England with regards to the opportunity to secure funding into the county to support acceleration of delivery of homes. Presentation from David Godfrey (KCC Lead) is on the KHG website and provides more details on this <https://www.kenthousinggroup.org.uk/events/kent-housing-group-full-member-meeting/>  The KHG Events Team are hoping to share a calendar of events and training in the next month, some events are taking place or planned already, including Hoarding Awareness Training and an overview session with the Housing Ombudsman.  Sarah Tickner is the Project Lead for the HHSC Sub Group, was due to be here today but had to give apologies at late notice, will attend a future meeting and notes from the meeting will now be shared on the KHG website. To contact Sarah direct with any queries.  New HA member elected to KHG Executive Board, Tracy Allison, WKHA CEX, replacing Deborah White who retired in November 2019. | **For June** | **RS** | Agreed to have KMHS Action Plan on the next HSEG Meeting Agenda  RS to share redraft of KMHS when available |
| **Homes England Update** | Written Update shared in advance of meeting – matters arising included –  RS to ask HW to confirm what DPP3 is and whether local authorities should be accessing or using?  Community Housing Fund – recently pulled due to the fund closing, awaiting budget announcement for confirmation if more funding to be allocated.  New Minister for State of Housing and Planning is now Christopher Pincher MP | **ASAP** | **RS/HW** | HW to confirm what the DPP3 is and if local authorities should be accessing or utilising? |
| **Rural Housing Protocol** | Redraft of the protocol shared ahead of the meeting, comments as follows: Add comments –from the session  Agreed to have a Foreword/Endorsement of the Protocol – TOS to explore, Princess Anne was an option for consideration and TOS to contact English Rural as she is their patron.  It was agreed for RS and SL to review the document again, based upon discussions at the meeting. DM to approach Mark James about some words to add about how Local Authorities are developing homes, this would go onto page 11. SL to look specifically at the Fact Sheet on page 15 and also Fact Sheet 7.  RC to check with KALC about when they could share details of their newsletter so that we can share the updated protocol information with Parish Councils. | **By** | **ALL** | Colleagues to share feedback on draft version shared & provide text where agreed. |
| **Rural Housing Enabler Update** | TOS advised that two schemes completed recently, achieved planning for a scheme in Staple, all Exception site developments. Since January 2020 3 surveys undertaken and another 8 in the planning. CLH – put in a business plan for the Kent Community Housing Hub, there are hubs in other counties, lots of stakeholder engagement on this, been advised that the panel is sitting soon and there is a recommendation for funding for the hub? Will be employing a Coordinator and technical advisors to support people through the whole process. There are a number of objectives from the business plan, TOS can share is required by colleagues. Set up will start as soon as funding confirmed and will include a dedicated website and awareness raising. The business plan will demonstrate how the hub will remain sustainable post the one year funding.  TOS keen to ensure that the rural housing enabling service does not face a negative impact as a result of the work around the Community Led Housing Hub development. | **ASAP** | **TS/RS** | TOS will share business plan via RS |
| **Help to Buy Agent Discussion** | This was on the agenda as a result of the issues with the transfer from the previous to new H2B agent. All existing clients registered with the old agent to re-register with Radian, the new agent. Colleagues generally feel that these initial teething problems have been resolved.  DM to share details of where training from Radian is taking place and if places no longer available DM will share any materials from the training. SL to share contact email for the Help Desk for Radian.  It was agreed to try and set up an event around shared ownership – RS to put on Events Agenda. | **ASAP** | **DM/SL** | Share info as agreed via RS |
| **HSEG Table of Products** | Table of products shared ahead of the meeting –  Agreed to remove Local Authority Partnership Purchase item and also Land Speed and Sandra Sainsbury as main contact. | **June HSEG** | **RS** | To make changes as agreed |
| **AOB** | EB asked colleagues whether they have a good commuted sums calculator, AN to share his version that he developed, to also share contact details for colleagues working with Medway Council. ABC use a company to look at commuted sums, MJ to confirm with EB who this would be.  EB asked colleagues whether they monitor the percentage of nominations on second let through nomination agreements, generally the response was no.  TOS wanted to thank colleagues who took place in the work to develop the Hub Workshop. | **ASAP** | **AN** | **To share calculator with via RS for whole group** |

**Thanks noted to Ashford BC for hosting**