**11th September 2019, Tonbridge and Malling BC, Kings Hill, West Malling**

**Present:**  Sarah Lewis, Chair & TWBC; Gillian Aylett, TMBC; Emma Bartlett, Canterbury CC; Ashley Jackson, Thanet DC; Liz Crockford, Sevenoaks DC; David Jeffrey, Optivo; Rebecca Smith, KHG

**Apologies:** Donna Michael, Jennifer Shaw and Mark James, Ashford BC; Rebecca Walker, Swale BC; Sandra Sainsbury & Adrian Hammond, Folkestone & Hythe DC; Alanna Randall and Arron Nichols, Medway Council; Rachel Collins and Elly Toye, Dover DC; Brian Horton, SELEP; Hannah Wilson & Jason Hobbs, Homes England; Amena Matin, Thanet DC; Tessa O’Sullivan, ACRK; Brian Horton, SELEP; Jo Ellis, TCH and HSEG Mentor

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| **Ref** | **Notes/Outcome** | **By When** | **Who** | **Action/Decision** |
| **Action log from May 2019** | Action log agreed as accurate, matters arising include:  Page 1 – The Housing Report from Medway has been shared twice, RS to check with AN/AR about whether a final version has been shared and if it is shared any wider than for information for this group.  Page 2 – RS to share the link to details from the information shared at KHG with regards to OP and the Adult Social Care Accommodation Strategy. To invite KCC to attend to provide a full update on the progress with the Accommodation Strategy and the vision for OP accommodation and care provision.  Page 6 – RS to ask BH to provide a written update on the Local Industrial Strategy via the SELEP for the November HSEG meeting.  SL questioned colleagues about any progress with Phi Capital Investments since the presentation in May. SL advised that useful on a local basis and synopsis of what they could do for TMBC and TWBC, including working examples. SL encouraged colleagues to consider a local meeting with representatives and colleagues internally to explore the opportunities. SL to share the profile developed by Phi Capital Investments for information. | **End Sept**  **For Nov Meeting**  **By 20/9**  **End Sept** | **RS**  **SL**  **RS**  **SL** | To contact AN/AR  To contact KCC re invite to Nov HSEG  To ask for written update when avail  To share the report via RS / Email |
| **KMHS Consultation / KHG Update** | Draft consultation KMHS now out, consultation deadline extended to 30th September 2019. Discussion on this item included –  RS fed back following a presentation at the Kent Chief Executives meeting on 10th September, their feedback included a review or consideration of the format to make it clearer about what the key priorities within each theme are, to consider the language when referencing the planning and the role of KHG and the objectives that they can achieve collectively or when they will act as a facilitator to achieve outcomes. It was also suggested to include more referencing around the Hackett Review, designing in Safety, more links and weight to health/infrastructure and also the new Low Emissions Strategy and Kent Environment Strategy documents.  RS advised that KHG EXB will consider all feedback once the consultation is closed and RS will share updates via email or at this next meeting about progress. Colleagues urged to share feedback to RS by the 30th September 2019.  KHG continuing to work on the events and training programme for the remainder of 2019 and into 2020. Recent events including Housing Law update sessions, Women and Manual Tools and HHSRS Training. KHG main membership and KHG EXB meeting on the 18th September with a presentation from the DAAH and also an update on the Strategic Commissioning for Adult Social Care. Dates for 2020 KHG to be shared in due course.  The deadline for the KHG Excellence Awards 2019 nominations has now closed, those nominations shortlisted via the assessment will be invited to attend the event in October 2019.  Significant work to update county wide protocols as a result of the HRA 2017 and the Duty to Refer October 2018, this is working with KHOG. |  |  |  |
| **Rural Housing Protocol Update** | Colleagues met to review the Rural Housing Protocol recently, LC advised that Tessa and Alison have completed updates and LC is due to complete the overall update, including consideration of shared ownership on rural exception sites. LC advised that there is a consultation in circulation currently about this afore mentioned issue, with a view to align it to an open market product, there is limited detail and understanding about how to retain homes in perpetuity. There was a discussion about whether to update as far as possible and monitor the impact of any changes to shared ownership as and when required. – <https://www.gov.uk/government/consultations/new-national-model-for-shared-ownership>  Agreed that colleagues could collate examples of good practice/case studies to be considered for the updated protocol document. Colleagues to consider internally how they use and promote the | **ASAP** | **LC**  **RS** | LC to share update when ready, colleagues to feedback & share final draft for sign off at November  RS to ask colleagues to share a case study that could be included in the new protocol |
| **Rural Housing Enabler Update** | ToS unable to attend the meeting, an update to be provided at the next meeting.  LC advised that SDC have some surveys waiting for completion via ACRK. Colleagues unaware of whether the Community Hub Bid has been submitted (for Community Land Hubs across Kent). TDC work with DDC, F&HDC and CCC work together using the funding across these local authorities. RS to contact ToS about the completion, submission and any allocation of funding from it.  TDC have a CLT who are formed, they are meeting with finance colleagues, they don’t have land, and they are exploring refurbishment of properties, which is permitted. Colleagues to share examples of what is progressing with CLT or CLH with colleagues, what is being funding and the objectives. | **Nov 2019**  **ASAP**  **Nov 2019** | **TS**  **RS**  **ALL** | RS to contact TOS about the bid shared for comments.  Colleagues to note for future meeting. |
| **Homes England** | HW unable to attend but RS sharing the update that KHG will have on 18th September meeting –   * Homes England * [Government has renamed DCLG to the Ministry of Housing, Communities and Local Government (MHCLG)](https://www.gov.uk/government/people/sajid-javid) * [The Rt Hon Robert Jenrick MP](https://www.gov.uk/government/people/sajid-javid) – Secretary of State for MHCLG; the Rt Hon Esther McVey - Minister of State for Housing * Sir Edward Lister has stepped down as Chairman of the Homes England Board permanently to focus on new role as PM Chief Strategic Advisor, Homes England will look to recruit a new Chair. * As of 1 October 2018 the Regulator will be a separate, standalone body, and will no longer be part of the Homes and Communities Agency (the overarching legal entity) which is has been part of since 2012. The core role and function of the Regulator will not change and it will continue to work to maintain a well governed and financially viable sector able to contribute to the housing supply agenda. * Homes England is continuing to expand into 2019/20.      * 5 Year Strategic Plan * The Homes England 5 Year Strategic Plan has been published and sets out how the agency will respond to the housing challenges facing the country; improving housing affordability and helping more people access better homes in areas where they are needed most and increase competition in the market. * Mission: Intervene in the market to ensure more homes are built in areas of greatest need. * Objectives (short & long term): Support Affordable Homes market / provide investment for major infrastructure / unlock & enable land / deliver home ownership products / support MMC / address barriers facing SMEs / provide support to priority locations (affordability pressure)      * DPP3 Panel * The panel was launched in July 2017 and will run for 4 years * Will be used to enable the efficient procurement of housing led development on land owned by Public Sector bodies and HCA * Made up of 5 regional lots: North East Yorkshire & The Humber / North West / Midlands / South East / South West * Public Sector organisations can access panel free of charge * To request access more for more information contact [dpp3@hca.gsi.gov.uk](mailto:dpp3@hca.gsi.gov.uk)      * Shared Ownership Affordable Homes Programme   + Open for business – no PC dates beyond 31 March 2021 currently   + Grant available for a mix of tenures   + Acquisition 40% / SOS 35% / PC 25%   + Compliance Audit 2018/19 under assessment.   + Social Rent addendum released June 2018. Available in areas of high rent affordability pressures (see Annex 1). Firm schemes submitted via CME.   + Strategic Partnerships (reference in June 2018 addendum), bespoke approach where RP can evidence delivery over and above existing commitments. 23 partners.      * Care & Support Specialised Housing   + Budget of £76m per year made available up to 2021.   + AR & AHO Bids welcome for all forms of affordable housing for older people and adults with disabilities or mental health problems.   + As this is a continuation of the existing CaSSH fund the funding requirements will remain unchanged, please see Phase 2 prospectus.      * Community Housing Fund   + £163m available up to March 2020 to deliver additional homes by the community-led sector.   + Fund available in two phases: Revenue & Capital.   + Bids are welcome until fund is fully committed or until 31 December 2019 (whichever occurs first).      * Move on Fund   + £50m across England (excluding London) up to 31st March 2021   + The fund is intending to support homeless people and victims of domestic abuse with low and medium level needs currently living in hostels and refuges; and those who are currently sleeping rough, who cannot move on because of lack of affordable and suitable accommodation in their areas.   + Homes England will provide capital grants (£44m) to cover the cost of construction, purchase, conversion, leasing, renovation and/or reinstatement of properties to be used exclusively as low-cost rented move-on accommodation and revenue funding £6m) for the on-going support costs necessary to assist to sustain housing.   + Priority given to proposals that will most effectively and quickly free up space with hostels and/or refuges.   + Bidding via IMS      * Home Building Fund   + £4.5billion available for Development Finance, Infrastructure Finance and Supporting Innovation   + Available to Private Sector businesses that builds new homes or prepares sites for housing.      * Land Assembly Fund and Small Sites Fund   + The £1.3bn Land Assembly Fund will enable Homes England to acquire, assemble and de-risk private and public sector sites outside of London and make them attractive for rapid private sector development.   + The £630m Small Sites Fund will be used to fund public land owners or Las that are struggling to get building on land in their area. This grant will assist in on-site infrastructure and land remediation unlocking land for up to 44,000 homes by 2020/21.      * Garden Communities * Garden Town: 10,000+ / Garden Village: 1,500-10,000 * Successful proposals would receive tailored government assistance to deliver homes * On 27 June Gov announced its support for an extra 19 garden villages: <https://assets.publishing.service.gov.uk/media/5d1dfb83ed915d0bc832da42/new-garden-villages.pdf> * In total there are 33 Garden Villages (<https://www.gov.uk/government/news/first-ever-garden-villages-named-with-government-support>)and 24 Garden Towns (<https://www.gov.uk/government/news/37-million-to-fund-5-new-garden-towns-across-the-country>)      * Mics * HIF: £5.53 billion available to LA to help unlock 650,000 homes. Funding Committed by March 2021. Marginal for bids of up to £10m, so far 110 projects have been approved with other projects still being considered. Forward Funding for bids up to £250m with 9 projects approved so far. <https://www.gov.uk/government/publications/housing-infrastructure-fund>   + Green Paper: Consultation closed 6 November 2018. 5 core themes – tackling stigma and celebrating thriving communities; expanding supply and supporting home ownership; effective resolution of complaints; empowering residents and strengthening the regulator; ensuring homes are safe and decent. The Green paper offers an opportunity for major reform to improve fairness, quality and safety to residents living in social housing across the country. Feedback being analysed.   + MHCLG is reviewing a new national model for shared ownership, seeking views on making it easier to increase the share owned; to sell the home; to get a mortgage. Consultation closes 29 September 2019. <https://www.gov.uk/government/consultations/new-national-model-for-shared-ownership>      * The Land Hub   + The tool presents development sites that Homes England plan to bring to market, unlocking the construction of thousands of new homes across the county.   + Sites are displayed geographically and users are able to view site specific details including, red-line plans and search location by post code.   + These sites will be available to developers over the next 12 to 18 months.   + For further information about any of the Land Hub sites contact: [landenquiries@homesengland.gov.uk](mailto:landenquiries@homesengland.gov.uk)       Information on all of these is available on the gov.uk website.  RS advised that Homes England have updated on the HTB Agent with the following - ‘*All of the current HTB Agents are continuing under interim arrangements whilst we go through the process of procuring new agents. The aim is to have the new agents in place by January 2020, however there may be some slippage to this timetable.’* |  |  |  |
| **HSEG Table of Products** | Table of Products shared in advance of the meeting.  Agreed to remove Equity Loan from the table, to retain the LAPP. Check with AN about the Legacy Scheme and whether still appropriate for the table. Colleagues to update via email if there are any products or information to add or remove moving forward for future meetings.  GA to send RS me information about Discounted for Market Sale to add to the table of products.  Agreed to add NPPF Discounted Open Market Sale – SL to source a definition for RS to update the table. | **For Nov 2019 HSEG**  **Nov HSEG**  **Nov HSEG** | **ALL**  **GA**  **SL** | RS to make amend & share when updated  To share for an updated version  To update table when provided |
| **Discussion Session** | Small site 106 and lack of RP’s willing to take smaller numbers of units – SL fed back about examples from developers and housing associations about this issue, and if this was relevant for other areas of Kent. TWBC have developed a standard s106 agreement that is non-negotiable. Some HA’s will take small numbers if they want to retain a relationship with a particular developer but this is more common.  DJ advised that Optivo have a strategic partnership with Homes England over a three year period so at the present time considering all sites on individual merits, the grant from HE is about additionality and this is the focus, grant funded affordable housing units. Optivo are also considering land as well as sites, any s106 has to have additionality for further consideration.  SDC have established a local housing company to take on and forward the smaller number of units on sites. The SDC LHC will not become a registered provider moving forward. Colleagues urged to speak with Ashford about their approach with regards to their Housing Company and delivery of affordable homes also moving forward bidding for land led sites and any learning to share.  LC commented that more commonality about housing needs assessment and standardisation of s106 agreements would be beneficial across the county, especially the mortgagee in possession clauses which does create barriers. Ashford BC had worked on a template some while ago and it may be accessible via the Ashford BC website. LC to look at Article of Association for the SDC LHC.  LC raised the issue of RP’s having units with studies/hobby rooms, DJ advised that it could be possible to deter developers building this type of unit through wording in a s106 agreement, trying to ensure that developers aren’t producing these type of units. LC suggested that it could be useful to specify in the s106 agreement about developing to minimum space standards, to avoid a scenario where HB entitlement wont cover the cost of rent as one of the rooms may not be considered a bedroom due to size/number of bed spaces. |  |  |  |
| **AOB** | Date of final meeting for 2019 is 5th November to be hosted by Ashford BC. Agreed to have on the agenda, a Rural Housing Update (to include the Rural Housing Protocol), an update on the KMHS progress, the county wide housing data report and to invite KCC for the update on the KCC Accommodation Strategy and OP Business Plan. Homes England to be invited to attend. | **Nov HSEG** | **RS/SL** | **RS to draft agenda & share ahead of Nov HSEG meeting** |

**Thanks noted to Tonbridge and Malling BC for hosting**