

## Appendix 12. Consulting on the Cambridge SHMA

### A12.1 Purpose of consultation

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This consultation seeks views on the full range of chapters within the Cambridge sub-region's Strategic Housing Market Assessment, as it is launched as a consultation draft in December 2007.

The link to the SHMA and consultation questions will be sent to all our SHMA partners, however any partner can forward this link on to colleagues who might share an interest in the work, and provided respondents provide details of their organisation and interest in the SHMA, are free to respond. It is at the discretion of the SHMA project team to decide on the appropriateness and relevance of responses provided by all partners within this process.

We welcome responses to the questions posed in this document, as well as any general comments you may have. It would be helpful if you respond electronically, to reduce the time needed to compile and respond to your comments.

The consultation period runs for 8 weeks, starting on 10<sup>th</sup> December 2007 and ending on 4<sup>th</sup> February 2008. Originally planned as a 6-week consultation period, the additional 2 weeks aim to allow time for Christmas and to allow for publishing the entire SHMA on the internet between the 10<sup>th</sup> and 12<sup>th</sup> of December.

Please send responses by **e-mail** to: [contact@cambridgeshirehorizons.co.uk](mailto:contact@cambridgeshirehorizons.co.uk)  
Please include "SHMA consultation form" in the title line of the email.

By **post** to:

SHMA consultation  
C/O Sue Beecroft  
Cambridgeshire Horizons  
Endurance House  
Vision Park  
Histon  
Cambridge CB24 9ZR.

By **fax** to: 01223 714041

### A12.2 After the consultation period

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A summary of responses to this consultation will be published on our website at [www.cambridgeshirehorizons.co.uk](http://www.cambridgeshirehorizons.co.uk)

We plan that the full, amended SHMA will be considered by the Cambridge Sub-Regional Housing Board at its meeting in March 2008.

### A12.3 The consultation criteria

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To help provide quality assurance on the consultation process, the SHMA project team has followed the CLG approach under a code of practice for the consultation. These are to:

- Consult widely throughout the process, allowing a minimum of 6 weeks for written consultation on the specific chapters of the SHMA

- Be clear about what our proposals are, who may be affected, what questions are being asked and the timescale for responses.
- Ensure that our consultation is clear, concise and widely accessible.
- Give feedback regarding the responses received and how the consultation process influenced the SHMA and it's future development.
- Monitor our effectiveness at consultation during the whole process.

#### A12.4 Freedom of Information

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Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence.

In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

We will process any personal data in accordance with the DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.

#### A12.5 Consultation Questions

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We invite your views on the range of ideas and proposals contained in this SHMA. As the SHMA forms a large body of work, we do not expect Partners to comment on the whole publication, however it would help if you could let us know which parts of the SHMA you are responding to using the form attached.

We hope you are by now aware of all the different methods we have used to consult you and update you on progress with our sub-regional strategic housing market assessment (SHMA). Now the time has come to review the outputs from all the research and discussions held, and to give us your thoughts on the text we have drafted.

To help guide your thoughts, we have prepared a series of questions for you to use when reading the sections of text that interest you. There is no obligation to read the whole SHMA, however it's available on our website at [www.cambridgeshirehorizons.co.uk](http://www.cambridgeshirehorizons.co.uk) and you are free to comment on any or all of the sections.

The questions are not meant to be restrictive, if you prefer to comment "freestyle" please feel free to do so via e-mail. However, due to the size of the Assessment, it would help when you are commenting, if you could include reference to the chapter, side heading, table number and page number you are referring to.

We would also welcome your overall views on whether you rate the SHMA as both credible and robust, following the CLG definition. This is included in the consultation form.

Many thanks for your ongoing involvement in this important project.

## Feedback on the Cambridge SHMA




Please use this form to comment on all, or parts, of the SHMA.

**First, please indicate which sections you are commenting on by clicking in the relevant boxes where an "x" will appear...**

Section 1 Introduction to the SHMA	1. Introduction and context, what is a SHMA?	<input type="checkbox"/>
	2. Links between planning policy and SHMAs	<input type="checkbox"/>
	3. Project structure and accountabilities	<input type="checkbox"/>
	4. The participation ladder	<input type="checkbox"/>
	5. Using CLG guidance to make our SHMA robust and credible	<input type="checkbox"/>
Section 2 Cambridge Sub Regional Context	6. Background and context for the sub region	<input type="checkbox"/>
	7. Defining housing markets using commuting patterns	<input type="checkbox"/>
	8. Defining housing markets using postcode sectors	<input type="checkbox"/>
Section 3 The current housing market	9. Economic context and forecasting	<input type="checkbox"/>
	10. Demographic context and forecasting	<input type="checkbox"/>
	11. Dwelling profile	<input type="checkbox"/>
	12. Housing stock condition	<input type="checkbox"/>
	13. Current property prices	<input type="checkbox"/>
	14. Changes in house prices over the past 6 years	<input type="checkbox"/>
	15. The private rented market	<input type="checkbox"/>
	16. The buy-to-let market	<input type="checkbox"/>
	17. Social rented housing turnover, housing registers and lettings	<input type="checkbox"/>
	18. Homelessness	<input type="checkbox"/>
	19. Intermediate housing including key workers	<input type="checkbox"/>
	20. Affordability in current market	<input type="checkbox"/>
Section 4 The future housing market	21. Planning context for housing delivery	<input type="checkbox"/>
	22. Past and future housing delivery	<input type="checkbox"/>
	23. Links to strategic land availability assessments	<input type="checkbox"/>
	24. Key drivers of the housing market and building industry	<input type="checkbox"/>
	25. Developing balanced, mixed communities	<input type="checkbox"/>
	26. Future homes	<input type="checkbox"/>
Section 5 Housing need	27. Audit trail for numbers and summary of outcomes	<input type="checkbox"/>
	28. Relating this information to the Forest Heath and St. Edmundsbury	<input type="checkbox"/>
	29. Sub-regional housing need patterns and policies	<input type="checkbox"/>
Section 6 Housing requirements of specific household groups	30. BME housing needs	<input type="checkbox"/>
	31. Introduction to migrant worker housing issues	<input type="checkbox"/>
	32. Gypsy and Traveller housing needs	<input type="checkbox"/>
	33. Housing for different household types	<input type="checkbox"/>
	34. Disability and housing	<input type="checkbox"/>
	35. Rural housing (including park homes)	<input type="checkbox"/>
Section 7 Monitoring and development	36. Change log	<input type="checkbox"/>
	37. Summary of learning from first SHMA and plans for new research	<input type="checkbox"/>
Appendices	Appendix 1 Research brief	<input type="checkbox"/>
	Primary research write-ups:	<input type="checkbox"/>
	Appendix 2 Household survey	<input type="checkbox"/>
	Appendix 3 Private rented survey	<input type="checkbox"/>
	Appendix 4 Estate agents survey	<input type="checkbox"/>
	Appendix 5 Lettings agents survey	<input type="checkbox"/>
	Appendix 6 to 9 Briefing notes 1 to 4	<input type="checkbox"/>
	Appendix 7 Outcomes of consultation throughout the process	<input type="checkbox"/>
	Appendix 8 Quality assurance	<input type="checkbox"/>
Appendix 9 Consultation form	<input type="checkbox"/>	

### How robust and credible do you think the SHMA is?

Please give your reaction to whether we have fulfilled the criteria for a SHMA, by rating each of the criteria on a scale from “very poor” to “very good”.

	Poor	Average	Good	What suggestions can you make to improve on this in future work on the SHMA? (please continue separately if you need more space)
<b>Core Outputs</b>				
1. Estimates of current dwellings in terms of size, type, condition, tenure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Analysis of past and current housing market trends, including balance of supply and demand in different housing sectors and price/affordability. Description of key drivers underpinning the housing market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Estimate of total future number of households, broken down by age and type where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Estimate of current number of households in housing need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Estimate of future households that will require affordable housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Estimate of future households requiring market housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Estimate of the size of affordable housing required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Estimate of household groups who have particular housing requirements e.g. families, older people, key workers, black and minority ethnic groups, disabled people, young people, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Process Checklist</b>				
1. Approach to identifying housing market area(s) is consistent with other approaches to identifying housing market areas within the region	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Housing market conditions are assessed within the context of the housing market area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Involve key stakeholders including house builders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contains a full technical explanation of the methods employed, with any limitations noted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Assumptions, judgements and findings are fully justified and presented openly and transparently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Uses and reports upon effective quality control mechanisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Explains how the assessment findings have been (or will be) monitored and updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Readability and format

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1. How readable did you find the SHMA?
2. How understandable did you find the SHMA?
3. Do you have any suggestions to make it easier to read or to understand?

### Content

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4. What did you think of the content of the SHMA?
5. Is anything included in the SHMA which you think is unnecessary or could be cut down?
6. Is there anything missing which you would like to see added?

### Development

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7. Do you have any suggestions to add, build on or otherwise improve our SHMA in future?
8. How do you think this would improve the SHMA in future?
9. If you'd like to see something added, please put any details down here of where you think the information could come from and who we might work with to develop this information?
10. You may have noticed some chapters include summaries, do you think that helps?  
Yes  No
11. Would you like an executive summary added for the whole SHMA?  
Yes  No
12. Is there anything specific you would highlight to include in the executive summary, or do you have any other suggestions?

**13. Are you willing to get involved, or to continue to help us, in future?**

Yes  No   
*If yes, please ensure you complete the section "about you" below*

**Detailed feedback**

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**14. Please use this space to add any specific comments you have on the SHMA.**

*Please include reference to the chapter, page number and if necessary paragraph you are commenting on. Please take as much space as you need...*

**About you**

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**15. Have you been involved in the SHMA before now?**

Yes  No

**16. If yes, have you:**

Participated in workshop(s)   
Seen / read briefing notes   
Made direct contact   
Other (please add here)

**17. Please give your contact details so we can get in touch in future:**

Name  
Organisation  
Postal address  
Phone  
Email address

**18. Are you from:**

Local government within our housing sub-region   
Other local authority or housing sub region   
*(please say which)*  
Housing Association or RSL   
Development Industry or Property Services   
Land owner   
Estate agent   
Lettings agent   
Other public agency   
*(please say which)*  
Other partner   
*(please say which)*

**Thank You!**