

The Housing Board

Cambridgeshire | Peterborough | West Suffolk

Friday 1st February 2019

Swansley Room, South Cambridgeshire Hall, Cambourne

Meeting Notes



1. Present, apologies and previous notes

Present

- Suzanne Hemingway (SH), Cambridge City (chair)
- Julie Baird (JB), West Suffolk
- Sue Beecroft (SB), Housing Board
- Sally Bonnett (SBo), ECDC
- Jon Collen (JC), HDC
- Sean Evans (SE), Peterborough
- Iain Green (IG), Cambs County / Peterborough
- Mike Hill (MH), SCDC
- Dan Horn (DH), Fenland
- Nigel Howlett (NH), CHS – RP rep
- Anne Keogh (AK), Peterborough
- Alex Francis (AF), CPCA
- Heather Wood (HW), SCDC
- Elaine Field (EF), SCDC (notes)
- Anita Howard, Cambs County Strengthening Communities Team
- Anna Jones, Cambs County Research Analyst, Business Intelligence

Apologies

Sarah Ferguson, Cambs County/Peterborough

David Greening, Cambridge City

Karen Mayhew, Homes for Cambridgeshire & Peterborough (H4C&P)

Helen Reed, Cambridge City

Previous Notes from December 2018 (January 2019 meeting cancelled):

Draft notes of December were approved and are available at

<https://cambridgeshireinsight.org.uk/housingboard/>

A review of previous actions is at the end of this document.

SB appealed to all, to update actions they are noted for so we can tidy up the action plan and tick off all the completed actions!

2. CPCA quarterly programme update

Alex Francis updated on the CPCA housing programme, working on wording for the statutory instrument which will go through parliament to enable CPCA to fund Affordable Rent homes. No timescales at present. Four schemes have left the programme, losing about 77 units and around £2m in grant from the CPCA programme.

Looking at direct delivery, paper going to CPCA Board in March. Need to be more creative and work alongside the existing structures to deliver targets.

Housing and New Communities Committee meets next week, papers can be found on the CPCA website here <http://cambridgeshirepeterborough-ca.gov.uk/about-us/programmes/housing/> and the latest programme information from the City Council, which has over 500 homes.

HW asked what the funding can do. AF explained that CPCA go out and purchase sites to, work with and

partner with, other organisations, joint ventures or loan or equity financing. Only constraints are around accounting rules, governance, politics etc. Therefore, can look at what the CPCA can bring to a scheme.

NH asked about CPCA's objectives regarding working with partners, if it sets up its own development company? AF advised that the starting point is, for less than commercial profit, or for profit that is returned to the housing programme, however others may have a different view. It would be to make things viable when otherwise they wouldn't be. Emma Grima (ECDC) is working on the position statement for the development company. NH concern is there is not much profit in an affordable rental scheme. The only way to generate money is to push staircasing. CPCA will invest in mixed tenure schemes generally. There may be questions about the level of risk. CPCA don't expect as much profit as private developers. AF discussed levels of risk. Asked to feedback any further comments to AF.

NH added that as CPCA has lower cost of funding, NH is concerned CPCA could undercut RP's. A net loss to Cambridgeshire possible, therefore we need to deploy all sources to secure affordable housing in Cambridgeshire. SH clarified it is not in our interest to undercut partners, the more creative CPCA are in finding sites, etc., the better chance of achieving social objectives rather than financial return.

3. Home-Link update

HW updated that a new choice based lettings IT system is being implemented (from Locata), for the Home-Link partners (Cambridgeshire and West Suffolk) and that it is important to recognise the work of the teams based at SCDC, and how much effort they have had to put in to implement this.

All applicants will need to re-register on the new system, currently there are 15,000 people on the register. JB thanked the team for allowing time for West Suffolk's merge with St Edmundsbury, before the launch date of 1st April.

Action: HW officered to bring numbers about how many people are on the system before and after the migration, to a future meeting (date TBC).

The group discussed the benefits of the new system. NH mentioned reporting on the local connection, and if we could find a way to make verification of local connection simpler for partners. JC commented that confirming the data is accurate would be difficult, although we do need to try to be as smart as possible in clarifying reliable data.

SH would like the Housing Board to be involved in the allocation policy review, which HW had mentioned. DH added that we could take a more bold approach on how we support people. SH asked is this a discussion we need through the Board? Perhaps we could think about workshops – HW stated that the allocations review will come after implementation of the new IT system, so will develop the thinking later in 2019.

SB: CSHG (the Strategic Housing officer group) discussed that choice based lettings system may not be implemented the same way in each District, particularly around supporting moves for people where we are trying to avoid unnecessary DFG spend and a move is more cost effective. Would like this input to the new allocations system to underpin the housing options approach tying in with Home-Link prioritisation.

JC commented on HIA policies also, looking at a client need at the beginning, and if the DFG is appropriate in the property.

Action: SH would like the Housing Board to be involved in the review of allocations policy in the Home-Link forward plan for 2019. HW added that there is not much in the timescale at present, and that we need to look at how we charge and implement a new charging policy, agreed for around September.

4. LSCB, housing and serious case reviews

Deferred. Need to confirm if this is, in fact, an agenda item, old action plan mentions a note on the topic.

5. Improving place-making locally

Anna Jones, Research Analyst, Business Intelligence at Cambs County, introduced the project on New Development Surveys and discussed the slides.

The surveys aim:

- To understand the shape, structure, needs and impact of new communities
- To update evidence base to inform decision making and service planning
- Follow up of previous surveys undertaken between 2006 and 2012
- To draw out findings and recommendations
- To feed into the planning of future new developments, where possible.

Two surveys at Loves Farm, St Neots and Southern Fringe, Cambridge (why do people move there and where do people work, sense of belonging, services available, etc.). Population density, age structure, location moved from, reasons for issues and focus groups was discussed.

Loves Farm at St Neots (28% response rate to survey) is around ten years old, and there is a high demand for school places. A survey letter was mailed out in Autumn 2017 and a reminder sent later. One of the letter questions is, if they are the first residents in the property.

Southern Fringe of Cambridge consisting of sites Ninewells, Trumpington Meadows, Glebe Farm and Great Kneighton with 21% response rate.

Anna discussed headline findings:

- Comparing findings to current development status.
- Population multipliers are coming out higher for this set of surveys, compared to previous.
- High proportion of children at both sites which would impact services needed, and higher proportion of people of working age rather than older.
- There are links between population structure and the reasons for where they have come from, 38% of Loves Farm came from Hunts and 45% from Cambridge (interesting how many are long term Cambridge residents or short term rents). 50% of people came from outside Cambs.
- Southern fringe had people who came from overseas.
- Broad range of ethnicities and languages in the results.
- The Board discussed factors considered i.e. grants etc. and tenure against persons per dwelling.

Anna discussed reasons for people moving to Loves Farm, the sense of belonging slide was discussed and what the results would be in a settled community, and whether it was due to age.

Anita Howard, Strengthening Communities Team - Housing, Communities & Youth Service, People & Communities at Cambs County discussed additional aspects of the survey carried out jointly with City and Cambs County:

- The problem with Southern Fringe was perception - safety issues, anti-social behaviours and poverty, which affects the sense of belonging results, not giving a full picture. Also, a High demand for services in the Southern Fringe.
- A Focus Group process has been developed (a group targeted to young people has already happened). Next time try to get families on board who would not normally attend such workshops.
- The Board discussed postcode issues in new developments - moving in without a postcode allocated hinders ordering of new furniture and services, insurance, etc. due to suppliers' systems online adding address via the post code. The Board discussed if there is any data available, is it a system problem Local Authority end? **ACTION: Can we look at our system of numbering and naming of streets, could they be allocated during the Planning process?** Northstowe is an example where a resident was hindered due to delayed post code allocation.
- JB asked about affordability and the Board discussed, and if there was data on what people paid

previously and cost of what they are moving into. We can do more exploration of reasons for poverty and reasons for dislocation, could compare with more established areas and new areas, and look at prices via Hometrack, private rented costs etc. and compare to surrounding wards.

- IG has taken some of this data and overlaid it with health data, particularly mental health. When compared to established areas the mental health issues are higher in new developments.

Action: IG to share this work.

- NH mentioned Cambourne and services available (issues there ten years ago when newly built). Anita added that we have learned from previous Cambourne data. Raises interesting questions about who moves into new settlements, how we can help them settle in our process and what we can do to help create connections. Local lettings and allocations policies could be looked at. JC added that some of this data would be useful in Sarah Ferguson's homelessness transformation meetings. DH mentioned that we need community facilities people to work with us on new developments.

Action: Anita / Anna to circulate the current programme for further surveys. Also to send the link once Southern Fringe report is published.

Funding would be needed for mailings, i.e. reminder follow-up letters always help with response. Joining up with other Services' mailings also might help as a reminder to residents to complete the surveys, i.e. Loves Farm Residents Association, and Developers have their own mailings.

The presentations and report on Love's Farm are on Cambridgeshire Insight at <https://cambridgeshireinsight.org.uk/housing/priority-themes/new-homes-communities/>

6. West Suffolk's housing strategy and delivery plan

JB updated that the West Suffolk Housing Strategy document was published in December 2018. There is a delivery presentation group happening in April, will focus on specialist needs housing. Councillors getting first draft on 25th March.

ACTION: input from this group will be invited around April time.

7. Update on housing market assessment progress

SB attends Planning Policy Forum for the Housing Board. Latest progress is thinking about the CPCA carrying out some work to support its Non Statutory Spatial Plan, and to help inform District teams about the implications of other research such as the CPIER (economic review), transport strategy and infrastructure investment. The Board discussed.

Need to keep an eye on synergies. Is there anymore we can do to get it moved forward? Planning Policy Forum is still working on it.

Action: SB to email Housing Board once PPF are happy to share a brief for the work they are hoping the CPCA will commission, to bring these various pieces of work together and assess impact on housing locally (via email).

8. AOB

Sue Beecroft

SB asked the Board to think about Housing Board's annual review and work planning for the coming year, which will be part of the March meeting's agenda.

Alex Francis

Worth having someone from the Land Commision come along to let us know what they were set up for, and

what they are doing. Nigel McCurdy chairing it.

Action: AF to help identify who best to invite and when in 2019.

Anne Keogh and Sally Bonnett

Kim Langley is taking over from Caroline Hannon at East Cambs in an enabling role.

9. Future meetings

All at Swansley Room, South Cambridgeshire Hall, Cambourne and (new!) suggested items to discuss based on previous meetings' discussion and actions (so removed from our Action Plan below).

1 March 2019	DAHA update, trailblazer plan for 2019, update on 2019/20 LHA rates from VOA, Housing Board annual review, CPCA update
5 April 2019	West Suffolk housing strategy and delivery plan, Home-Link ¼ly update
3 May 2019	Update on Universal Credit (led by West Suffolk)
7 June 2019	Allocations policy review discussion, CPCA update
5 July 2019	Home-Link ¼ly update (numbers!)
2 Aug 2019?	
6 Sept 2019	CPCA update
Oct 2019	Home-Link ¼ly update
1 Nov 2019	Homelessness annual update
6 Dec 2019	CPCA update
Jan 2020	Home-Link ¼ly update
Feb 2020	
Mar 2020	CPCA update, annual reviews session
Apr 2020	Home-Link ¼ly update

To be scheduled in:

- Update from CPCA land commission
- H4C&P item on s106 and other funding sources / opportunities to future Housing Board agenda.
- Staying Close update in 2019
- *Jo Proctor (at SF's request) (head of safeguarding for Cambs and Peterborough)*

#	Agenda item	Action & when added ¹	Lead	To do	Doing	Done
February 2019						
1.	Home-Link	HW to provide notes supporting her presentation	HW	✓		
2.	Home-Link	HW to update on figures on number of households registered pre and post new IT system implementation and other highlights, later in 2019 (date TBC)	HW	✓		
3.	Home-Link	Housing Board to be involved in / aware of allocations policy review –item for June 2019	HW/ALL	✓		
4.	CPCA	Feedback any further comments on CPCA housing programme to AF	All	✓		
5.	CPCA	Invite Land Commission to speak to us, date and rep TBC	AF	✓		
6.	New developments	Investigate the system of numbering and naming of streets, and postcodes – can we help get postcodes set up earlier in the process to facilitate life for new residents?	?	✓		
7.	New developments	IG to share his work on health and mental health on new developments	IG	✓		
8.	New developments	Anita / Anna to circulate the current programme for further surveys. Also to send the link once Southern Fringe report is published	AH	✓		
9.	West Suffolk	Bring housing strategy and delivery plan to April 2019 Housing Board for comment	JB	✓		
10.	SHMA	SB to email round brief for the work CPCA will be commissioning, to assess impact of various reports on housing assessment once PPF are happy to share.	SB	✓		
December 2018						
11.	Homelessness	SB to look at last quarter of P1E's and how they compare to the new HCLIC system. SB has done a note for the homelessness transformation but need more HCLIC data to really compare. Initial note available on request (email sue.beecroft@cambridge.gov.uk).	SB			✓
12.	Homelessness	SH will confirm dates of future meetings of Homelessness Transformation group with SF. JC informed new dates have been set	SH			✓
13.	Homelessness	SB will collate the results of the Rough Sleepers and Public Health Survey.	SB		✓	
14.	CPCA	Adrian Cannard of CPCA to share CPCA brief on housing needs assessment. AF to update with Adrian. SB now progressing (line 10)	CPCA		✓	
15.	Housing Board	SH to communicate Housing Board budget contribution request, to Board members via email. Letters sent out and SB has sent a note about tasks completed.	SH			✓
16.	H4C&P	Add H4C&P item on s106 and other funding sources / opportunities to future Housing Board agenda (date TBC).	KM	✓		
17.	AOB	DH to share Adrian Chapman's presentation on demand management.	DH			✓
18.	AOB	Need to look at Universal Credit, perhaps six months from its launch in October 2018. West Suffolk could provide information now, as they have been trialling since before October. Add to future Housing Board agenda: possibly April or May 2019	DG SP?		✓	

¹ Note: Actions completed are "ticked" and reported to the following Housing Board meeting. Once the "done" tick has been seen by Housing Board members, the action is then removed from the table but can be found in the previous meeting notes if members want to look back on the actions completed in the year. At the end of year review meeting all the actions will be brought together in one table to see what has been completed in the year. Items to add to agendas are listed separately.

#	Agenda item	Action & when added ¹	Lead	To do	Doing	Done
19.	AOB	SB to add Homelessness and Criminal Justice protocol document on Cambs Insight.	SB			✓
November 2018						
20.	Think Family	SF to ask Jenny Goods to do a briefing note for partners on how Think Family referrals work	SF		✓	
21.	Affordable Rent	AF to circulate CPCA letter sent to housing providers about affordable rents	AF	✓		
22.	Trailblazer	All to consider funding to meet a gap for the coming year's salary bill for the Trailblazer team if there is a shortfall				✓
23.	Housing delivery report	SB to add West Suffolk figures, Peterborough and also enablers detail on tenure and re-circulate via email once report is more complete. KM offered to check with H4C&P	SB / KM		✓	
24.	Housing Board	Housing Board funding: report to come to December Housing Board meeting	SB/SH			✓
25.	Adaptations Pathway	To come back to housing Board in Jan/Feb 2019 – SB to confirm with HRh	HRh	✓		
26.	Home-Link	Add Home-Link report to Housing Board agenda, trial as a quarterly update starting Jan 2019	HW			✓
October 2018						
27.	Adaptations pathway	Housing Board to support work to make better sense of the nationally allocated DFG funding, and help each District benefit from the funds proportionately, achieving a more coordinated system.	HR, HRh, SB		✓	
28.	Adaptations pathway	Messages getting back from professionals that referrals issues go along with protocols already in existence, need to ensure things have changed where needed. Training needs to be in place. Need one message and a review of the policies and timescales	HW, AS	✓		
29.	Adaptations pathway	NH to ask all frontline staff to look at these issues, and will take the points back to Housing Associations to discuss. Also could provide links to Alison	NH			✓
30.	Trailblazer	Subject to amendmenets made as suggested at this meeting (and a short discussion after the meeting between officers involved) , the Housing Board is happy for DH to take the Trailblazer report and Year 1 review to PSB. Nigel to share final PSB rpeort and bring outcomes to November Board	DH			✓
31.	CPCA and affordable rents	Caroline Hannon agreed to take forward work on legal advice about re-wording s106 agreements regarding Affordable Rent. Alex Frances asks for text re clarification of the difference in intermediate and affordable. AF confirms work progressing via parliament	AF		✓	
32.	AOB	Invite Homes England to future meetings, for specific agenda items. Nick Enge and Everisto Kamera from Homes England are our current contacts (Everisto focussing on supported and specialist housing, SB to arrange invite to development and enabling meetings)	EF / SB			✓
September 2018						
33.	Dementia Friendly Housing Charter	Nigel to talk to other housing organisations to discuss options for joint training on the charter	NH	✓		
34.	Dementia Friendly Housing Charter	Sarah to discuss the Charter with Lynn O'Brien and Peterborough housing needs staff, and involve in joint training	SF	✓		
35.	MAPPA	SC to share who goes to MAPPA meetings and info to NH, to send onto HAs to encourage attendance	SC & NH			✓

#	Agenda item	Action & when added ¹	Lead	To do	Doing	Done
June 2018						
36.	Staying Close	Project asks that CRHB consider them and have them involved in conversations on this subject. Bring back to CRHB once the project is more advanced; SB to identify when to return to the Board	SB / JV	✓		
37.	ToRs	SH to ask Antoinette Jackson, Chief Exec at Cambridge City, to take a paper to PSB Board and Need to write to East Cambs asking them formally to attend meetings, after terms of reference finalised.	SHm			✓