

The Housing Board

Cambridgeshire | Peterborough | West Suffolk

Friday 3rd May 2019

Swansley Room, South Cambridgeshire Hall, Cambourne



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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
- Jon Collen (JC), Hunts DC
- Sarah Ferguson (SF), Cambs County/Peterborough
- Julie Fletcher (JF), South Cambs DC
- Alex Francis (AF), CPCA
- Iain Green (IG), Public Health, Cambs & Peterborough
- Nigel Howlett (NH), CHS – RP rep
- Anne Keogh (AK), Peterborough City
- Helen Reed (HR), Cambridge City
- Heather Wood (HW), South Cambs DC
- Elaine Field (EF), South Cambs DC (notes)

Apologies

Sally Bonnett, East Cambs DC

David Greening, Cambridge City

Dan Horn, Fenland DC

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

Angela Parmenter, East Cambs DC

Simon Phelan, West Suffolk

Previous Notes

Draft notes of April 2019 were approved and are available at:

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

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

2. Verbal update on Home-Link year end, and progress of new IT system

HW updated, mentioning that the Home-Link new IT system had gone live (as discussed in April's meeting by JC). Sharon Lock, Sub-Regional Home-Link Manager has advised of minimal problems with just some questions, easily solved. Sharon will be updating user manuals in coming months. No real issues. 9,612 live applicants on the system as at 2nd May. Had 4 bidding cycles, with 53 applicants housed using the new system.

We need to now recruit a permanent Sub Regional Home-Link Manager as the current position is a secondment.

We will start the process of allocations review in July/August and can bring back after then. The Board discussed the process of this, perhaps putting on the agenda for the Operations group then to Housing Board, what changes are in the pipeline of Housing reduction act, and the implications. SH mentioned that a review of who moves into properties (e.g. Love's Farm) might be beneficial. Balance of people moving into new communities could be on a later agenda. SB could talk to Anita Howard re the second phase of the New Communities Survey; we could also look at data on the JSNA and the Lettings Policy which is key in how we look at new communities.

We have planned a Home-Link quarterly update (including statistics) already, and there may also be some Northstowe data.

3. CPSB and Housing Board agenda/work plans

SB and the Board discussed the two documents, what we can contribute to the CPSB agenda (which isn't public yet) and what would be joined up, co-ordinated and what the principles are. The Board discussed the spatial strategy, non-statutory perspective and that we need to co-ordinate our Local Plans (Planning Policy Forum, what they are doing).

Action: JB can discuss this with Stephen Kelly, Joint Director for Planning and Economic Development for Cambridge and South Cambridgeshire, and find out about up and coming relevant meetings then feedback.

Action: Board to write to Adrian Cannard, Strategy and Planning Director at the CPCA for an update.

The Board discussed 'inclusive growth strategy' and if work exists around that, IG mentioned there is some of that in the transport plan/strategy. Non statutory Local Plan and the Transport Strategy are linked. We need to think in a joined-up way about these issues. Inclusive Growth strategy needs to flow through many elements of work, not just the Local Plans. We need to share conversations. The Board discussed the revised Quality Charter which will be going to May's CPCA Board.

Could take item to CPSB July agenda, on homelessness transformation (a steer). HR advised the Adaptations Pathway has already gone to CPSB, but Lisa Sparks could take back again at some point. Trailblazer goes back to CPSB yearly.

Action: SH, SF and Dan Horn could have a discussion re draft to take to July (bring draft to Housing Board in June).

4. CPCA and housing needs assessment

To be discussed when Adrian Cannard of CPCA can attend.

5. Round table: partner update/funding pressures and 6. AOB

The Board discussed yesterday's Local Elections, updates so far:

No change for Cambridge City.

Peterborough - Conservatives reduced, 28 seats.

East Cambs – Ely North and Haddenham gone to Lib Dems.

Hunts and SCDC no elections.

No update on Fenland as yet, 24 seats available, 12 uncontested.

West Suffolk electing a new Leader.

Sarah Ferguson

Housing Related Support – Lisa Sparks is coming to the next meeting to give an update. SF reported we started out with £1m target to take out of support budget. Don't think anything beyond 660 is deliverable. Had agreement from Members. Now taking all decisions about HRS changes to committees. Reports available to the public around mid-May. County role in Housing and Homelessness. Four themes – client groups (will do needs analysis), staff, interest in build environment, and commercial opportunities. Finalising paper to Communities and Partnership Committee at the end of May which will set out the work. Need definition on who key workers are. Could circulate that report for the June Housing Board meeting.

JC mentioned learning from other areas, West Sussex are further on with homelessness prevention work – JC made contact with them, it would be good to consider who else would be involved and looking at this. Plan to

visit Worthing in the summer to see how they went about their work, others can be invited.

Action: If there are others who should be involved let JC know.

AF talked about how Oxford Council is doing work regards who the key workers are, how to attract key workers (key worker agenda) as well as housing needs. AK mentioned Peterborough key worker profile.

Alex Francis

A contact from Shelter has highlighted what they are funded to deliver – and if we are aware of that. Lisa Smith, their Relationship Manager could come to Housing Board and discuss. JC advised we already attend their training and we run joint events through the Homelessness Strategy Group, we are already plugged in and will feedback to them if necessary.

Action: SB will send AF the newsletter re second year of Trailblazer Project.

CPCA Affordable Rent Product has been approved, 3 applications received.

Suzanne Hemmingway

Rapid Housing Pathway Fund. Various Lettings Officers agreed, and support in the pipeline.

Jon Collen

Funding received for Street Outreach - covering Hunts South and East. Working with P3. Will now start a conversation on how we get two navigator roles (County need also). Key with work on transformation project.

Anne Keogh

Peterborough Local Plan due to be adopted in July (Fenland Local Plan started). Getting a new SHMA in place for Cambridgeshire would be helpful.

Peterborough is considering opening a new HRA, to try to increase the supply of affordable housing. Joint venture with Cross Keys in place.

Heather Wood

Some money left, and SCDC spending on setting up our own HMO's for single people who we have a duty to, highest level of demand and least level of stock.

Helen Reed and Julie Fletcher

Started work on Housing SPD, which will have more guidance on technical aspects, part of work looking at commissioning private rented accommodation and understand the need on specific build to rent schemes, also looking more generally at the viability and community aspect, larger built to rent schemes, and specifically looking at north east Cambridge and Northstowe as two models. 2nd part of work on key worker housing, targeted work and understanding where that need is. 3rd area will be needs for the ageing population, already had research on Greater Cambridge area. More work required on what is needed going forward, specifically retirement villages (SCDC members keen on this). SF stated could link in with more vulnerable older people. JC added Care Switch. SH mentioned other models of living and how we think about that end, helping people get engaged.

Julie Baird

West Suffolk is looking at the Local Plan and new business plan for Barley Homes.

Iain Green

Private care networks are to come together to look at services. GPs are coming together in bigger clusters, offering services in a different way. CCG tasked with looking at where clusters will be.

Working with Homes England on Northstowe. Looking at build categories and percentage of market housing which can be done. IG mentioned different levels, and quantifying need.

Sue Beecroft

Integrated Commissioning Board. Looking at architecture of the Health Service, from a new person point of view.

Talked about alarm systems (plans to review current LifeLine type systems) and next generation equipment. There will be a study commissioned on types of systems used. Had a paper about better care funding, from 2019 onwards (DFG allocations announced). Could start funding discussions, what we want to do. The Board discussed grant conditions.

Nigel Howlett

Problem of regulators' value for money matrix, is that Housing Associations provide unprofitable services, and there is clear regulatory pressure to focus on value for money. We may need to review what we currently do.

Increase in cost of dealing with void properties, as voids are coming back to CHS in a worse condition than previously. The Board agreed this trend in their Districts, and discussed possible reasons why. NH will ensure inclusion of Housing Board when discussions start.

7. Future meetings

All at Swansley Room, South Cambridgeshire Hall, Cambourne:

7 June 2019, 5 July 2019, 2 Aug 2019?, 6 Sept 2019, 4 Oct 2019, 1 Nov 2019, 6 Dec 2019

#	Agenda item	Action & when added ¹	Lead	To do	Doing	Done
May 2019						
1.	Work plan	Julie Baird to discuss this with Stephen Kelly, Joint Director for Planning and Economic Development for Cambridge and South Cambridgeshire, and find out about up and coming relevant meetings, then feedback.	JB	✓		
2.	Work plan	Housing Board to write to Adrian Cannard at CPCA for an update on NSSF and local housing need project etc. Invited to June 2019 meeting.	SB/AC		✓	
3.	Work plan	Homelessness business case: SH, SF and Dan Horn could have a discussion re draft to take to July (bring draft to Housing Board in June).	SH/SF/DH	✓		
4.	Round table	If people are interested in a study trip to Worthing on homelessness prevention, let JC know.	All	✓		
5.	Round table	SB to send AF the newsletter re second year of Trailblazer Project. Sent to Housing Board 29 th May 2019.	SB			✓
April 2019						
6.	MARM	Helen Duncan to send protocol to Karen Mayhew – SB has reminded.	HD			✓
7.	MARM / children	In County need to articulate a clear conversation with Housing colleagues who may not initially think about children vs adults having separate processes. Need clarity to work towards same goal across services. Should be a multi-agency document for children’s services. Invite Jenny Goodes.	SB			✓
8.	CPCA workshop on wellbeing	Please send nominations to AJ or LS. LS to send a summary of what it’s about to all, encourage volunteers. Deferred, info shared.	LS			✓
9.	“	LS to send SB the original report on initial workshops, to publish and or circulate, list of people already invited to workshop so we can help fill in gaps. Sent note 9/5/19.	LS / SB			✓
10.	“	LS/ AL to report back on results around September time – defer to December 2019.	SB			✓
11.	West Suffolk housing delivery	SB to put edited slides on Cambs Insight, and link to full report once JB / SP forward these on.	SP / JB			✓
12.	Homelessness system	SB to help with homelessness data, mapping facts and figures to help build consistent messages. Offer made via email. OG to bring back to Board, a business case in June 2019.	DB / OG		✓	
13.	Veterans	Invite Vicky Barr, Covenant Development Officer at Cambs County to update on MHCLG funding and work around homeless veterans in Cambs and Peterborough (hopefully July).	SB			✓
March 2019						
14.	DAHA	Could ask Homes England about effect of DAHA on shared ownership and HtB; currently Help to Buy is all standard paperwork. NH and VC in contact about this.	NH		✓	

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
15.	DAHA	NH asked VC to let him know if Housing Associations are not participating. Putting in contact via HOG.	VC			✓
16.	DAHA	All, please let VC know of any private landlord forums.	All			✓
17.	DAHA	All, please promote the training to staff, as at the Cambs Insight link.	All			✓
18.	Trailblazer plan	IG mentioned that Public Health have forums to bring this together, at the summit perhaps invite Public Health in order that they can contribute. Sent email to HB and IG so can collaborate.	JC/IG			✓
19.	Private rent note	JC, can we add what percentile or private rents, the LHA rate is hitting – to provide feedback to DWP. DG asked would be good to report on monthly rents instead / as well as weekly figures.	SB		✓	
February 2019						
20.	CPCA	Invite Land Commission to speak to us, could be Nigel McCurdy, he has suggested Adrian Cannard, asked to brief us at June 2019.	Asking AC			✓
21.	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? SCDC to share findings from Northstowe with other district postcode teams. SB to help with info-sharing process. Survey in progress.	NH to send info to Mike Hill and cc HW		✓	
22.	New developments	IG to share his work on health and mental health on new developments JSNA, add to future HB agenda, possibly July 2019.	IG		✓	
23.	New developments	Anita / Anna to circulate the current programme for further surveys. Also to send the link once Southern Fringe report is published. Southern Fringe now published at: https://cambridgeshireinsight.org.uk/housing/priority-themes/new-homes-communities/ Plan for future surveys circulated in May 2019.	SB			✓
November 2018						
24.	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		✓	
25.	Adaps Pathway	Scheduled for June 2019, with Lisa Sparks at CSHG.	LS			✓
October 2018						
26.	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, LS, SB		✓	
September 2018						
27.	Dementia Charter	Nigel to talk to other housing organisations to discuss options for joint training on the charter. Included in HOG e-news #3 to gather interest.	NH / SF / SB			✓