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| **The Housing Board****Cambridgeshire | Peterborough | West Suffolk** Friday 3 September 2021, 10.00 to 12.00Held online via Microsoft TeamsMeetings will be recorded. These recordings will be kept, in the event any point of detail needs re-visiting whilst we are not producing full minutes. Please let us know at the beginning of the meeting of any objections to recording. |
| **Meeting notes** |
| **Present** | **Apologies** |
| * Dan Horn (DH), Fenland C*hair*
* Sue Beecroft (SB), Housing Board
* Peter Campbell (PC), South Cambs DC
* Jon Collen (JC), Huntingdonshire DC
* Elaine Field (EF), South Cambs DC *Notes*
* Julie Fletcher (JF), South Cambs DC
* David Greening (DG), Cambridge City
* Stephen Hills (SH), CHS
 | * Ali Manji (AM), Cross Keys Homes
* Karen Mayhew (KM), Homes for Cambridgeshire & Peterborough (H4C&P)
* Lee Price (LP), West Suffolk
* Damian Roche (DR), Accent Group
* Pamela Scott (PS), Huntingdonshire
 | * Iain Green, Public Health
* Rob Hill, Peterborough
* Nigel Howlett, CHS
* Joe Keegan, Public Health
* Michael Kelleher, Peterborough
* Anne Keogh, Peterborough
* Matthew Ryder, National Probation Service
* Cristina Strood, Cambs Police
* Heather Wood, South Cambs DC
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| **Previous Notes** |
| Previous meeting notes are available at <https://cambridgeshireinsight.org.uk/housingboard/> Some Covid-19 resources have been added to a new page here <https://cambridgeshireinsight.org.uk/housing/covid-19-and-housing/> **Please note:** On the date an item is first presented, there will be a note of the discussion (shaded grey). Relevant actions followed, are numbered and shaded white. In later sets of action notes, discussion notes are shortened or removed, to save paper. Action notes are updated and progressed at each meeting. Once all the actions on a topic are completed, they are all marked “done” and in the following set of action notes, are removed along with any remaining discussion note. So, each set of action notes circulated should cover all the Board’s actions, whether “still to do”, “doing” or “done”. Key to the table:* Grey shading = a brief note for context. Not full minutes. If more detail is needed, please contact Elaine Field.
* White numbered lines = actions. When action is complete and reported back to the following meeting, it and the notes are removed from the table.
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| **Next meeting:**  1 October 2021: 10.00 am to 12.00 noon |

| Action  | Agenda item | Lead  | To do | Doing | Done |
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|  | **1 September 2021** |  |  |  |  |
|  | Item 1: Evidence base for Local Plans including update on GTANA |  |  |  |  |
|  | * SB presented slides ‘Housing Needs of Specific Groups Cambridgeshire and West Suffolk’, Currently have final draft GLHearn report, comments to County Council by 8 September.
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| 1.
 | Add GTANA to December 2021 agenda. | EF |  |  | ✓ |
|  | SB will check GL Hearn report to ascertain if turnover taken into account in size mix. | SB | ✓ |  |  |
|  | Could ask Housing Enablers Group and Strategic Housing Group to look at figures, ask them to look at what Local Plan has said. DH will pick up with Jess and Anne in Fenland. | ? | ✓ |  |  |
|  | SB will add slides to Cambs Insight webpage | SB |  |  | ✓ |
|  | Item 2: First Homes update |  |  |  |  |
|  | * JF presented ‘First Homes’ slides.
* Homes England early delivery programme in place, to deliver 1500 First Homes by 2023. Developers will get funding to offset a 30% discount to the customer. Contact from several developers. Advice from legal shows it needs to be implemented as policy. SCDC will seek 20% First Homes subject to transitional arrangements. There are implications for other tenures. Currently looking to provide another annex to the South Cambs and City Housing Strategy on that.
* KM mentioned there will be a charge on the property via Land Registry, having to apply to criteria. Legal restriction on property. Could be restrictions on subletting, possibly fraud or might affect eligibility.
* Bolsover will be speaking at a course JF is attending so Julie will feedback especially around First Homes for keyworkers. PC advised the keyworker aspect is for one site currently, not the whole district.
* Shared ownership proportions might be affected. RPs reporting drop off in shared ownership activity. Other changes around repair obligations might be less attractive to Housing Associations. CHS looking at business plan exploring possibility of no shared ownership in future.
* PS mentioned marketing and local connection criteria, timing, 6 month window, 3 months of which we can look at local connection criteria. Is that completion of the site as a whole or completion of the first unit? JF will raise at the course.
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|  | Ask Housing enablers to compare different district and partners approaches on First Homes.  | Enablers | ✓ |  |  |
|  | SB will add Julie’s slides to Cambs Insight. | SB |  |  | ✓ |
|  | JF to feedback on questions raised (above) following the course and the application process ‘pack’, and other items. | JF | ✓ |  |  |
|  | Item 3: Update on Afghan LES Scheme: district updates and RP response |  |  |  |  |
|  | * Fenland – brought in all support services used for Syrian scheme. Asked to find 2 single households in private rented sector in Whittlesey. 1 year support scheme for Afghans (Syrian was 5 years), some discussion as to if it will be extended. Awaiting guidance. Agreement of Peterborough City Council to deliver on Fenland’s behalf.
* Huntingdonshire – also has Peterborough commissioning support for scheme. 6 households in District. PARCA charity, trying to source properties in northern half of District so nearer to Peterborough, but struggling. Working with Longhurst and Chorus (two main stockholders) near Yaxley to identify social rented properties. Lots of press releases from County Council pushing out messages.
* Cambridge City – LEAS (Locally Employed Afghan Scheme), identified 3 x 2-bed properties from own stock. Happy to offer support service to any properties outside our District. In discussions with East Cambs and has discussed with South Cambs. Mix and match with Syrian programme (which is a 4 property per year commitment). Interested to hear if Housing Association colleagues can help, and happy to liaise with East of England LGA (conduit for referrals). Press release with South Cambs and East Cambs discussed.
* South Cambs – committed to 3 x 4-bed properties via Ermine Street Housing, in Huntingdonshire. Getting support from Cambridge City. Looking at 4 or 5 additional properties, probably from own stock. Have asked Housing Associations for help. There is an issue about (very well-meaning) offers of support from public, therefore have requested that Ministry provide help to cope with these offers. Nikitta Vanterpool (County Council) updated last week about the programme across County, what each District and also County are offering. HW attended a national ALES meeting yesterday on behalf of Peter Campbell, MOD talked about importance of what Local Authorities are doing. Home Office speaker stated also, never carried out operation of this scale and speed before, c. 7,000 people moving from quarantining hotels to bridging hotels currently. Any offers of hotels pass to strategic migration partner lead. Recognition that there are concerns about funding, Heather mentioned funding figures.
* Peterborough - 4 Cross Keys properties offered to Peterborough City Council, and pledged more properties, on a lease. PARCA will be providing support. There is an established Afghan community in Peterborough. Expect residents to come start of October. Longhurst so far offered 1 property in Peterborough.
* DR on Accent Housing, made offer that properties are available, discussed with Peterborough City Council, HDC and Fenland. Properties are coming available. Would be useful to understand numbers and property size requirements, and areas required. Do RPs need to get together to discuss coordination? DH stated, Fenland been directed that the housing needs to be private rented.
* West Suffolk – Davina Howes leading on this. Offer of 6 properties put forward from Havebury and Samphire. Liaising with Strategic Migration Partnership working with them and Suffolk County Council and refugee support element.
* JC advised on property sizes, ask is for larger family accommodation. Made offers of 2 beds but asking for larger properties. RPs need to be aware of a leasing arrangement, then subletting arrangement. Flexibilities around leasing arrangements. PC advised South Cambs will be direct tenants. JC in chat: MHCLG have set up a portal on the gov.uk website specifically around offers of help for Afghan families - not sure how we get details on there but possibly a good solution to co-ordination?
* JC advised, Cambs County are pushing a press release out, draft sent to each Authority, on coordination. Do we coordinate press release information? South Cambs have agreed a comms protocol with Cambridge City, a single point of contact and items released only when agreed by both parties, partnership working. Maybe separate comms are better for Cambridgeshire, and Peterborough on this issue.
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|  | PC will share Afghanistan Refugee Resettlement Programme briefing note. | PC |  |  | ✓ |
|  | Any offers of hotels for Afghan refugees pass to strategic migration partner lead. | All | ✓ |  |  |
|  | HW will share notes on priority on where to make contact and which partnerships to build, on quarantining hotels. | HW |  |  | ✓ |
|  | JC will discuss with HDC communication team on coordination of information and questions. | JC | ✓ |  |  |
|  | Item 4: Update on P3 support position |  |  |  |  |
|  | * Discussion deferred to October meeting.
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|  | Item 5: Output of number of homes built in 2020/21 |  |  |  |  |
|  | * Deferred to October meeting when county-wide housing figures should be available.
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|  | Item 6: Updates |  |  |  |  |
|  | 6a MAIC stats and Covid issues |  |  |  |  |
|  | * Much data gathering about vaccination programmes, and SB helping Public Health team, and Regional Homeless Team.
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|  | Item 7: AOB |  |  |  |  |
|  | * JC will send an email on consultation draft of Homelessness Review and Strategy, deadline 25 October.
* JF advised, South Cambs and Cambridge City published next iteration of Local Plan process, including policy direction and identification of potential allocated sites.
* SH advised, County Council working on a new Older People’s Accommodation Strategy, having workshops with Providers, is it worth brining back to Housing Board? Differences in numbers. Leading at County is Lynn O’Brien.
* SB advised, County, Cambridgeshire and Peterborough have published No Recourse to Public Funds protocol. Discussed at Homelessness Strategy Group, there may be further work to do, to add detail and work on mechanics.
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|  | JC to send out email on consultation draft of HDC’s Homelessness Review and Strategy. | JC | ✓ |  |  |
|  | SB to contact Lynne O’Brien, to decide when to bring Older People’s Accommodation Strategy to Housing Board meeting. | SB |  |  | ✓ |
|  | SB will add No Recourse to Public Funds protocol to Cambs Insight and share link. It is at <https://cambridgeshireinsight.org.uk/wp-content/uploads/2021/09/NRPF-protocol.pdf>  | SB |  |  | ✓ |
|  | **6 August 2021** |  |  |  |  |
|  | Item 1: Facilitating improved broadband infrastructure for tenants - DG |  |  |  |  |
|  | * Anti-Poverty Strategy and digital inclusion work at Cambridge City Council. Working with City fibre broadband infrastructure provider, to provide upgraded fibre to City stock, to be completed by end December 2022. CPCA trying to facilitate upgrades across Cambridgeshire, however blockage with registered providers, DG has discussed with them, document shared shows blockages and challenges for housing associations. Loan agreements/consent was discussed and problems with that. Several HA’s have their own agreements with specific internet providers. Limited resources was discussed, and how CPCA/County want to respond on this.
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| 1.
 | NH will talk to other Housing Associations in Cambridgeshire. Update from DG, resolved to work on it during September. | NH | ✓ |  |  |
|  | DG will continue Cambridge City fibre upgrade work and can share if interested. | DG |  |  | ✓ |
|  | Item 2: Review of what we all know about Modern approaches to housing management, Conditions in existing homes, Empty homes and Under occupation & overcrowding |  |  |  |  |
|  | * South Cambs reviewing Empty Homes Strategy, due to be approved October 2021. Had surveyed owners of empty properties to understand reasons and if can bring back into use, only a couple of properties causing issue in South Cambs. Will publish an annual report on empty homes to show numbers. There is a new group, Cambs City, South Cambs and Hunts, called Challenging Buildings Group regards enforcement side and looking at properties that are causing an issue, make them less hazardous, mostly Planning and Environmental Health enforcement. Could check updated property condition surveys /empty homes enforcement policies with that group.
* City Council also reviewing Empty Homes Policy and have an Empty Homes Officer. Some new build properties are empty, but people aren’t informing the Council properly (more invisible when flats). Lack of legislation on this.
* Fenland have a dedicated post for empty homes, had success, and have a Problem Property Group. Had discussed with a loan organisation called Lendology, who can offer loans to carry out improvements (especially in cases of inheritance).
 |  |  |  |  |
|  | JF to provide SB with contact names for the Challenging Buildings Group. | JF |  | ✓ |  |
|  | SB will ascertain what the LGA are doing regards lobbying government on empty homes.  | SB |  | ✓ |  |
|  | SG will share Lendology details. | SG |  | ✓ |  |
|  | Plan for an agenda item on modern approaches to housing management. NH will ask RPs if they have approaches to share.  | NH | ✓ |  |  |
|  | Item 4: Discussion around sub-regional budget for 2021/22 |  |  |  |  |
|  | KM / NH to raise at Homes for Cambs and Peterborough’s September meeting to agree their contribution to the sub-regional budget | KM/NH | ✓ |  |  |
|  | Item 5: Updates |  |  |  |  |
|  | 5a MAIC stats and Covid issues |  |  |  |  |
|  | * Homelessness Strategy Group discussed this, numbers reduced of those housed under ‘Everyone In’, should we keep collecting those statistics? Most Authorities reporting zero, Hunts was 4. Powers exercised under Covid are coming to an end. Peterborough Everyone In is over but have amended approach and still accommodating people under power to accommodate and will continue to do so, but not for non-eligible individuals. Counting figures once per fortnight (26 this morning, of which 20 were not eligible). Cambridge City counting every couple of months. Sub Regional Homelessness Group is interested in the figures. Would be useful to see how authorities are aiming to end rough sleeping in this parliament, under plans to be submitted to govt by 17 August.
 |  |  |  |  |
|  | Invite LA’s to present at November meeting on how their End Rough Sleeping strategies are developing. | JC | ✓ |  |  |
|  | **2 July 2021** |  |  |  |  |
|  | Item 1 How *Caring Together* supports Carers, Karen Leete |  |  |  |  |
|  | Await feedback from Karen Leete regards questions from Housing Board which we will act upon.  | KL | ✓ |  |  |
|  | Contact Karen directly if wish to speak at a lunch and learn session | All | ✓ |  |  |
|  | Item 2 Hoarding Protocol update, Stuart Brown |  |  |  |  |
|  | Send any good hints and tips to Stuart.Brown@cambridgeshire.gov.uk for a new hoarding good practice resource guide. | All | ✓ |  |  |
|  | Send expressions of interest to LS, for funding to support people who hoard. | All | ✓ |  |  |
|  | All to help build a hoarding lead / champion network, ask for names of experts to add to the network. SB to collate list of contacts | All/ SB |  | ✓ |  |
|  | Stuart will provide draft email, which we can send to our organisations to market the clutter index across teams. | All | ✓ |  |  |
|  | Get Hoarding on the Registered Provider Forum agenda to improve awareness, and to put forward names of contacts to SB. | DR/KM |  |  | ✓ |
|  | Item 3 Home-Link outcome stats for 2020/21 (Heather Wood) |  |  |  |  |
|  | DR requested HW provide follow up on any themes to the 24% increase in the number of Home-Link applicants, and a year on year comparison on number of lets. All board members interested so request sharing stats widely | HW | ✓ |  |  |
|  | Need to clarify, what are the expectations (particularly of new providers and profit making RPs) and issues. At next Home-Link Management Board meeting, HW to pull together what a good approach is, what a good service would look like, then from that Housing Board can outline where we have concerns. | HW | ✓ |  |  |
|  | Tried to address issues in Peterborough by having information in the Strategic Development Policy for new developments, what we term as affordable, have an agreement with developers we are working with that we will not advertise anything through the CBL scheme if it’s in excess of LHA rate plus 10%. SE happy to be part of discussions and can share what he has. | SE | ✓ |  |  |
|  | The Board asked next Sub Regional Homeless meeting to consider and bring back ideas on good practice and policies, any stats and examples. Could RP forum could ask for the info from its members and share? Could extend the homelessness meeting so that people from Housing Board can join part of that agenda and to make sure we link with West Suffolk (Sarah, invited).  | HWAsk KMHW | ✓✓✓ |  |  |
|  | HR and JF are doing work around setting affordable rent levels and looking at local housing allowances. HR will share affordable rents policy. | HR |  |  | ✓ |
|  | Item 4 Criminal Justice update |  |  |  |  |
|  | Police and Crime Plan consultation: Survey for stakeholders, please share the survey within our networks. Opportunity for housing colleagues to input into discussions on this also at the Offender Group on 20 July, at <https://forms.office.com/Pages/ResponsePage.aspx?id=G53Fo_G4mUKdajmtj1cEIt6y__5pp7xNhN6oDK3kqfdUMVdCMkJQMk9CQVlXMk5CVkJENTVHWE80UC4u> | All |  |  | ✓ |
|  | **4 June 2021** |  |  |  |  |
|  | Item 1 Cambridgeshire and Peterborough Future Parks Introduction |  |  |  |  |
|  | Invite return visit or report on outcomes of the consultation to Housing Board so we can see if actions to be taken. **To be scheduled.** | EF | ✓ |  |  |
|  | Item 2 Discussion on low uptake of Debt Advice |  |  |  |  |
|  | Any organisations not part of the existing networks, get in touch with Andrew Church. | All | ✓ |  |  |
|  | Bring forward any ideas as to what Housing Board could do working together and collectively, in terms of funds or support. | All | ✓ |  |  |
|  | SB to investigate collating a list of various schemes on Cambs Insight, a list of the RPs and links on how to find out if they provide financial support etc. | SB | ✓ |  |  |
|  | Item 3 Updates: 3a MAIC stats and Covid issues |  |  |  |  |
|  | Ask Homelessness Strategy Group if they could do a collated picture of outcomes for people who were in covid accommodation, and to repeat the question in 18 or 24 months. JC organising. | JC  | ✓ |  |  |
|  | **9 April 2021** |  |  |  |  |
|  | Item 1 Domestic Abuse Bill (Sharon Crosby and Vickie Crompton) |  |  |  |  |
|  | Contact SC or VC if interested or have properties which could be used. | All |  | ✓ |  |
|  | DG will share a recently developed Cambridge City Council ‘management of domestic abuse perpetrators’ procedure.  | DG |  | ✓ |  |
|  | HW (Home-Link Management Board lead) to contact RPs asking if they were interested in terms of offering properties. More recently appears interest in private sector accommodation, rather than leases with RPs.  | HW |  | ✓ |  |
|  | All LAs to continue to help VC source accommodation. DH suggested we keep on action list so we get updates and ensure coverage over Cambs and Peterborough area. Add as standing item on HB agenda. | All |  |  | ✓ |
|  | SC will send details of awareness, skills, risk assessment courses (levels 1, 2 and 3). Let SC know who needs to attend which. | SC/All |  |  | ✓ |
|  | Item 2 Agreeing our agenda plan for 2021/22 |  |  |  |  |
|  | For agendas: DH mentioned could ask Clarion to come later in year regards learning from £9m decarbonisation project they have. AAP mentioned someone from the Climate Change Commission, will provide names to SB. | DH | ✓ |  |  |