

## **DRAFT**

### **Minutes of the Nailsworth CLT Board meeting held on Monday 11th July 2016.**

**Present:** Ian Potts, Jonathan Duckworth, Wendy Gerard, Mike Levett, Ian Crawley, Keith Angus, Elizabeth Francis.

Also present: Heather MacLelenn, resident and CLT member.

#### **Items**

**1. Apologies.** Stephen Robinson

**2. Minutes of the meeting held on Monday 9th May 2016. Agreed.**

**3. Matters Arising.** None.

**4. Presentation on Gloucestershire Homeseeker and the local Connections Policy.** Laura Stephen, Senior Housing Strategy Officer, SDC. Notes and agreed actions at annex 1.

**5. Other potential CLT projects.**

**5.1. Pike Lane development and opportunity for NCLT to be involved. Presentation by Tom Sheppard, Design Manager, Newland Homes. Notes and agreed actions at annex 2.**

**5.2. New Lawn Stadium site, Forest Green.** Statement of CLT interest in being involved in the development for submission to GVA, planning consultants employed by Ecotricity agreed. **Action: IC** to submit to GVA.

**5.3. Park Road/Ringfield Close.** Agreed that similar statement of interest as above to be submitted to SDC. **Action: IC to circulate draft for comment and then submit to SDC.**

**6. Progressing the Lawnside Scheme.**

**6.1. Publicity Arrangements** for the 18th August referendum:

a) Noted article published in the July edition of **Nailsworth News**, page 9 and Mayor's request to Vote Yes on page 3.

b) **Banner** ( 16ft x 4 ft) for display on side of K&C Stores and then at the Clocktower from 4th August agreed to have following info. - Nailsworth Votes on Local Homes. 18th August. [www.nailsworthclt.org.uk](http://www.nailsworthclt.org.uk) with possible coloured crest and CLT in large letters. **Action; Jonathan/Ian.**

c) 3000 folded **A4 leaflets** at a cost of £210, to be delivered through SR's network. Agreed should emphasise voting Yes with costs met by Board members. **Action: Jonathan** to confirm costs and receive contributions .

d) **Church and school newsletters.** Short article urging vote Yes to be included. **Action: Ian C.**

e) **TIC window.** Exhibition to be sought. **Action: Wendy to talk to Carole.** Noted there will be a formal deposit copy of the CRTBO left there by SDC plus a copy of the Information Statement and Information for Voters . **Action: Jonathan** to send the Statement to CLT members.

f) **Promotion outside Morrisons, Saturday morning 23rd July and 30th July and at the Farmer's Market 23rd July, subject to availability of leaflets. Action: All to diary.**

**6.2. Legal Docs.** No further progress.

**7. Any Other Business.** None.

## **8. CLT Calendar for 2016. Agreed**

**14 July** Poll cards dispatched

**2 August** Vote Registration Deadline

**3 August** Postal and Proxy Vote Application deadline.

**27th July or soon after.** SDC sends out postal voting slips.

8th August. Board meeting.

**18th August - Referendum Day.**

12th September. AGM ( and Board meeting ?).

10th October. Board meeting.

14th November. Board meeting.

12th December. Board meeting.

Ian Crawley/NCLT Secretary/12th July 2016, revised 1st August 2016

### **Noted Outstanding Tasks by Board meeting date and responsible Director(s).**

#### **14th December 2015**

Updating the website including the Minutes and the Q&A. Jonathan/Ian C

Reviewing Policy requirements, in the context of the Model Rules. Ian P/Ian C

Finalise Financial Policy and Procedures Statement. Jonathan/Ian C

#### **23 December 2015**

Visits to completed Aster Homes developments . Karl

#### **4th January 2016**

Updating Membership List. Board members to be allocated addresses to visit and seek email addresses. Jonathan.

Agendas and reports to be able to be placed on the website by authors. Jonathan.

#### **9th May 2016**

Revised rules for the AGM. Ian P

### **Annex 1 Gloucestershire Homeseeker and the Local Connections Policies.**

Presentation by and discussion with Laura Stephen, Senior Housing Strategy Officer, SDC.

**a) Allocation of social housing generally.** Traditionally, SDC operated its own paper-based Housing waiting List, where eventually your name came to the top of the list and you were allocated a home. Nationally, it was announced that choice-based lettings systems should be implemented and this system of allocation was introduced in Gloucestershire in 2009. The six Gloucestershire districts, as Strategic Housing Authorities, share a single system and single allocations policy which also covers all the Registered Providers (largely Housing Associations) stock for social/affordable rent. This is the Gloucestershire Homeseeker system. Aster Homes are signed up. Shared ownership homes are dealt with through a regional Help To Buy agent – Help to Buy South. SDC is unique in the county in still owning its own Council housing stock, of approx. 5000 homes.

The Localism Act 2011 brought in new eligibility criteria for housing allocation schemes. Anyone can register on Gloucestershire Homeseeker but some applicants may be ineligible e.g. some people from abroad who are subject to immigration control. From September 2016, the system will include West Oxfordshire DC, and be renamed Homeseeker Plus.

There is an on-line registration form which requests information about the household (including family make-up and ages), housing situation, last five year's history, household income (must be less

than £60K a year) and support needs. Then SDC staff assess eligibility and verify the application through proof of documentation e.g. proof of identity, and the applicant is allocated to one of four bands:

1. Emergency - approx. 2% of cases awarded this band
2. Gold – (approx. 4%) Includes urgent medical or welfare cases and those owed a statutory homeless duty.
3. Silver – (approx. 30%.) Includes those in overcrowded accommodation or under threat of homelessness.
4. Bronze - approx. 60%. Includes those who are adequately housed but wishing to move.

In SDC area approx 2300 are registered as seeking an affordable home. They are contacted each year to check they wish to remain registered. The Strategic Housing Market Assessment determines that the Stroud District has a need for 446 new affordable homes per year. This includes an allowance for RTB homes.

Properties are advertised on a weekly cycle with applicants able to see all the properties they are able to express an interest in – this is known as placing a ‘bid’. An applicant can place up to 3 bids per cycle and can place their bid at anytime during the weekly cycle i.e. this is not a first bid, first served system. Once the weekly cycle is closed the system then generates a shortlist which can be viewed by the RP. The RP would contact the top bidder to check information and may also interview the applicant before offering the property. All RP’s advertising properties through the system are required to allocate properties in accordance with the Gloucestershire Homeseeker policy.

**b) Local Connection Allocation.** The allocation of units with regards to specific local connection criteria is set out in Section 106 Planning Agreements which run with the planning consent and the title to the land. Aside from rural exception sites the allocation of units with regards to local connection would follow that of the Gloucestershire Homeseeker policy e.g. preference to those with a local connection to the Stroud District (using criteria as defined in Part VII of the Housing Act 1996). Rural exception sites allow for priority to be given to those with a local connection to the specific parish either through residency, work, or family associations.

LS noted that the information provided on the local connection priorities in the CRTBO did not specify what was meant by ‘family association’ and would provide a more detailed definition .

**Action: LS.**

**( PS: The definition of “Family Association” was set down in the draft s106 Agreement for the Lawnside development, but was not transferred to the CRTBO. It reads:**

'Means one or more of their parents, adult children or siblings who have been continuously living within the Relevant Geographical Area for the period of 5 years immediately prior to the date that the Affordable Housing Unit becomes vacant’.

Ricardo Rios, the SDC NP Officer suggests that the above definition can be included later in the process as a discharge of condition.)

Where there is competition on the list, the priority goes to those who have been registered longest in that band. Hence the importance of encouraging local people to apply soonest, if they believe they are in housing need. The RP can skip an applicant at the top of the list, but they must give a reason e.g. rent arrears.

SDC recommend that the 10 new homes to be built by NCLT are placed in the Homeseeker Plus system on a staged basis. SDC could perhaps assist with a Registration Event, but it was not realistic to actually guide people through completing their own application form. **Action: LS to speak to Housing Advice team. PS: Cannot provide staffing assistance.**

In response to a question on the turnover of affordable rented homes in Nailsworth on the system in the last 12 months, LS agreed to provide details of number and bed size. PS: These are as follows:

Gloucestershire Homeseeker: Properties let in Nailsworth – 1/7/15 – 30/6/16

Property Type	No. Beds	Quantity
Flat	1 bed	3
House	2 bed	3
House	3 bed	2
House	4 bed	1
Bungalow	1 bed	1
Bungalow	2 bed	3
Sheltered Accommodation:		
Flat	1 bed	3
Flat	2 bed	2
Bungalow	2 bed	1
<b>TOTAL</b>		<b>19</b>

Amended following receipt of revised text and subsequent information from Laura.

## **Annex 2. Pike Lane development and opportunity for the CLT to be involved.**

Tom Sheppard, Design Manager, Newland Homes attended by invitation and shared the following.

Newland Homes (NH) received outline planning consent on appeal for 17 homes including five affordable homes. There is a Section 106 Agreement which requires 30% affordable provision (5 units) to be disposed of to a Registered Provider. Size and tenure is subject to approval of SDC's Housing officer as part of the reserved matters application. SDC would have to agree that the CLT could be a bidder, as it is not a RP. It would probably therefore need to have an RP in partnership. There is no requirement for Local Allocations in the Section 106, changes to this would be subject to the agreement of SDC through a deed of variation. A local architect is working on a revised scheme to be the subject of a Reserved Matters planning application to be submitted in late September, after public consultation. Following an anticipated December decision and a January 2017 start on site, the first homes in the 18 to 24 month construction could be occupied in January 2018, should Newland Homes receive a favourable decision.

Newland Homes would be putting the plans and tender documents to RPs in November, seeking interest in competing to purchase the completed homes. NH would aim to agree an option to purchase with an RP. The tendering process is a competitive process where bids for the affordable units are assessed against the RP's ability to raise funds and deliver the scheme in full.

Newland Homes are currently exploring options for the provision of the affordable homes. The indicative plan shows two x 3 bed homes and three x 2 bed homes, but NH recognises the Nailsworth Housing Needs Survey highlighted demand for 1 and 2 bed homes. TS noted that SDC were not keen on a Local Connections Policy on this site. The specification would be to HQI standards. Fittings were negotiable, but where a higher specification would be required this would be reflected in the RP offers. If there were no bidders, NH would ask SDC to agree to the five being starter homes for sale or an alternative tenure type, but given significant demand in the Town this was unlikely.

Ian Potts (IP) confirmed the CLT would prefer five rented affordable homes, owned freehold by the CLT with a Local Connections Policy, due to the lack of any further developable land in Nailsworth. He noted that the RP could be a formal partner of the CLT or SDC contracted to manage and maintain the CLT's homes.

IP confirmed the advantages for Nailsworth of the NCLT being involved in the scheme as:

- \* Exclusion of the Right To Buy
- \* Availability of a Local Connections Policy
- \* A property mix that met local housing need and were all affordable rented homes
- \* Freehold community ownership in perpetuity
- \* Helps address adverse impact on the community of the development proceeding on this sensitive site.

Tom Sheppard concluded that he would talk to RPs and SDC and make them aware of the CLT's interest.

Amended 19th July following receipt of changes from Tom Sheppard.

**ENDS**