

**SOUTH EAST ENGLAND REGIONAL ASSEMBLY  
HOUSING ADVISORY GROUP**

**Minutes of the meeting held on Friday 12 May 2006**

<b>Present:</b>	Leigh Herington	Chairman
	Graham Ashworth	New Forest DC
	Alison Bailey	South East England Regional Assembly
	Edward Dawson	SEFS/ CPRE
	Yvonne Edgar	Thames Valley Housing Association
	Robin Edwards	Chairman, Demography Sub Group
	Dick Feasey	Kent County Council
	Brian Horsley	Civic Trust SE
	Chris Kenneford	Buckinghamshire County Council
	Sunethra Mendis	GOSE
	Elizabeth Mitchell	Guildford Borough Council
	Catrina Riddell	South East England Regional Assembly
	Peter Shadbolt	Surrey CC
	Cath Stubbings	South East England Regional Assembly
	Barbara Thorndick	West Kent Housing Association
	Dominick Veasey	South East England Regional Assembly
	Ian Walker	Oxfordshire County Council
	Gerry Wyld	Slough BC

**Item 1: Apologies for Absence**

Michael Crofton-Briggs, Oxford City Council; Pete Errington, Housing Builders Federation; Warren Finney, NHF SE; Ian Haynes, Milton Keynes Council; Mike Roberts, Vale Housing Association.

**Item 2: Minutes of the Previous Meeting and Matters Arising**

- (i) Two corrections were identified within the minutes of the 15 December meeting:

**Item 9: Notice Board**

The consultation on the Milton Keynes LDF Core Strategy options will end in January 2006.

Imperial College London Bioscience department is considering establishment of a major base in Wye (North Ashford) and will create at least 2,500 research jobs.

- (ii) There were no other matters arising not otherwise on the agenda.

**Item 3: Update on Regional Housing Board / Regional Housing Forum**

- (i) Cath Stubbings (Regional Assembly) confirmed that the Assembly had now formally taken responsibility for the Regional Housing Board (RHB) and that the Chair is Elizabeth Cartwright. Cath Stubbings outlined the Board's current work programme and confirmed that over the next few months the Regional Housing Board will take stock of progress since publication of the Regional Housing Strategy and submit investment recommendations to DCLG in advance of the Comprehensive Spending Review.

- (ii) Cath Stubbings informed the Group that the Regional Housing Forum (RHF) provides advice to the Regional Housing Board. Following the RHB merger, the RHF had also become part of the Assembly. The Forum's role and its links with the Assembly's advisory groups is currently under review.
- (iii) Edward Dawson queried whether the RHB and RHF have their own web sites or whether information about them is available via other web sites. Cath Stubbings confirmed that the Board and Forum currently have limited websites hosted by GOSE. However, the Assembly will host and develop the web pages in due course.

#### **Item 4: Advisory Group Review**

- (i) Catriona Riddell (Regional Assembly) introduced the item and confirmed that all Advisory Groups are currently in the process of being reviewed. The review has been particularly important in respect of housing following the RHB transfer. In future the Assembly will be seeking better integration between regional planning policy (in the form of the South East Plan) and housing delivery, including the Regional Housing Strategy.
- (ii) HAG will have a key role to play in the new arrangements, by acting as the main advisory group to the Assembly Secretariat on the work of both the Regional Housing Board and the Regional Planning Committee on housing and planning for housing. The Group's Terms of Reference have been reviewed to reflect this new role.
- (iii) The membership of HAG is to be reviewed so as to increase the breadth of expertise, particularly on housing policy, Links with the Regional Housing Forum and the Assembly's own Affordable Housing Task Group will be improved, with the latter acting as a 'task and finish' group to undertake specific projects commissioned either by the Advisory Group or the Regional Housing Forum. The Assembly's Demography Sub Group will continue to provide specialist expertise to the Advisory Group. Leigh Herington of Kent CC will be Chairman of the Housing Advisory Group.
- (iv) The Group agreed that it was an appropriate time to review its role and welcomed the proposed changes to the Terms of Reference, suggesting a number of minor revisions.

#### **Actions:**

- Further questions or comments on the revised Terms of Reference should be directed to the Assembly by Friday 19 May. The Terms of Reference will then be finalised.
- Any existing Group members wishing to step should advise the Assembly by 19 May.
- Invitations to join the Advisory Group will be sent to most existing members. In addition, a number of new members will be invited to join the Group.
- Two members of HAG with planning for housing expertise will be nominated to join the RHF.

#### **Item 5: Demography Update, including the 2003-based Household Projections**

- (i) Robin Edwards (Demography Sub Group Chairman) provided an overview of the 2003-based household projections published by ODPM. He confirmed that he will be working with the Assembly in the run up to the EiP undertaking further analysis of the 2003-based household projections.

### **Action:**

- Robin Edwards will update the Advisory Group on progress at its next meeting.

### **Item 6: Affordable Housing Task Group Update**

- (i) Cath Stubbings confirmed that the membership of the task group will be reviewed prior to the next meeting in July.

### **Item 7: Gypsies and Travellers Update**

- (i) Catriona Riddell updated the Group on the progress of the partial review of the draft South East Plan in relation to the provision for Gypsies and Travellers and summarised the 24 May Regional Planning Committee paper.
- (ii) Dominick Veasey (Regional Assembly) updated the Group on progress on the region's Gypsy and Traveller Accommodation Assessments.

### **Actions**

- Dominick Veasey to circulate contact details for the lead officer for each of the GTAA working groups within the region.

### **Item 8: Monitoring Update**

- (i) **Affordable Housing Monitoring Task Group:** Alison Bailey (Regional Assembly) explained that the Assembly's own monitoring data on affordable housing is not sufficiently robust and comprehensive and that other streams of data on affordable housing do not meet the requirements of South East Plan Policy H4. Alison Bailey confirmed that joint work with ODPM and the Housing Corporation is underway to improve the quality of regional monitoring data on affordable housing. Progress on this work will be reported back to the Advisory Group.
- (ii) **Completions Survey:** Alison Bailey confirmed that the region's first joint housing completion survey (2004/05) with ODPM had worked well and will be repeated this year. The deadline for return of the 2005/06 based data will be end of September.
- (iii) **Housing Supply Survey:** Alison Bailey confirmed that the 2006-based housing supply survey would be dispatched shortly for completion by mid-September.

### **Item 9: Research Update**

- (i) **Use of the Existing Stock:** Alison Bailey confirmed that the final draft report is expected early June.
- (ii) **Urban Potential:** Alison Bailey noted that this work will update the previous work undertaken by Roger Tym and Partners on previously developed land within and outside urban areas. The final report is due mid-June.
- (iii) **Rural Affordable Housing:** Cath Stubbings confirmed that the draft report will be presented to the Regional Housing Forum in early June with the final report due to be published in July.
- (iv) **Affordable Housing Financial Viability and Availability of Public Subsidy:** Cath Stubbings confirmed that a joint piece of work with the Regional Housing Board will be commissioned to provide regional advice on assessing financial viability/availability of public subsidy for affordable housing. The Advisory Group agreed that any advice should not impact adversely on the delivery of affordable housing.

- (v) **Barker:** Alison Bailey outlined a piece of work that will be undertaken in the run up to the EiP looking at the Barker Report.
- (vi) **Housing Type:** Alison Bailey reported that the Regional Assembly is considering commissioning work on housing type.
- (vii) **South East Counties:** Chris Kenneford (Buckinghamshire CC) updated the Group on the South East County Leaders' work on economic growth.
- (viii) **Intermediate Tenures:** Peter Shadbolt (Surrey CC) updated the Group on the South East County Leaders' research on intermediate housing tenures, including the relationship with social rented housing. The final report is due at the end of May.

#### **Item 10: Work Programme**

- (i) The Advisory Group will discuss its work programme at its next meeting. The work programme will include consideration of the Assembly's current work on the SPA.

#### **Item 11: Any Other Business**

There were no other items of business.

#### **Item 12: Date of Next Meeting(s)**

The date of the next meeting is to be confirmed. A further meeting will take place in Milton Keynes on 15 September.