



HOUSING AND COMMUNITIES COMMITTEE

Date: Monday, 14 September 2020

Democratic Services

Robert Parkin Dip. LG.
Chief Legal Officer and Monitoring Officer

14:00 PM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

Due to Government guidance on social-distancing and the Covid-19 virus it will not be possible to hold physical meetings of the Combined Authority Board and the Combined Authority's Executive Committees for the time being. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow formal local government meetings to be held on a virtual basis, without elected members being physically present together in the same place. Meetings will therefore be held on a virtual basis and the procedure is set out in the "Procedure for Combined Authority Virtual Decision-Making" which can be viewed at the foot of the meeting page under the "Meeting Documents" heading. That document also contains a link which will allow members of the public and press to attend the virtual meetings.

[Venue Address]

AGENDA

Open to Public and Press

Part 1: Governance Items

- 1.1 Apologies for Absence & Declarations of Interest
- 1.2 Housing and Communities Committee Minutes - 22 June 2020.docx 5 - 16
- 1.3 Housing and Communities Committee Action.docx 17 - 18
- 1.4 Public Questions
Arrangements for public questions can be viewed in Chapter 5, Paragraphs 18 to 18.16 of the Constitution which can be viewed here - [Cambridgeshire and Peterborough Combined Authority: Constitution](#)
- 1.5 Housing and Communities Committee Agenda Plan - September 2020.doc 19 - 22
- 1.6 Combined Authority Forward Plan
[Combined Authority Forward Plan - 28 August 2020](#)

Part 2: Programme Delivery

- 2.1 Community Land Trust Set-Up Grant.docx 23 - 34
- 2.2 Allocations Policy - £100k Homes.docx 35 - 52
- 2.3 Medium Term Financial Plan review.docx 53 - 56

Part 3: Date of next meeting

9 November 2020

The Housing and Communities Committee comprises the following members:

Cllr Steve Allen

Councillor David Ambrose-Smith

Councillor Chris Boden

Councillor Ryan Fuller

Councillor Roger Hickford

Councillor Mike Sargeant

Councillor Bridget Smith

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Clerk Name: Tamar Oviatt-Ham

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The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY
HOUSING AND COMMUNITIES COMMITTEE: MINUTES

Date: 22 June 2020

Time: 14:00 p.m. to 16:15 p.m.

Venue: Meeting held remotely in accordance with Part 2 regulation 5 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 (SI 2020/392).

Present: Councillor Steve Allen, Councillor David Ambrose-Smith, Councillor Chris Boden (Chairman), Councillor Ryan Fuller, Councillor Roger Hickford, Councillor Mike Sargeant and Councillor Bridget Smith

Apologies: None

80. APOLOGIES AND DECLARATIONS OF INTERESTS

No apologies received.

Councillor Boden highlighted that agenda item 2.2 (iii) £100m AHP Scheme Approvals - March Town Centre FAHHA, involved sites that were currently owned by Cambridgeshire County Council but that the application had been made by a third party. He explained that he was a County Councillor, along with Councillors Hickford and Fuller but that this was not a disclosable pecuniary interest and would not prejudice the decision making process.

81. MINUTES AND ACTION LOG – 27 APRIL 2020

In discussing the minutes of the meeting held on 9 March 2020;

- Councillor Sargeant queried progress on the year-end review of the £100 million Housing Programme with the Ministry of Housing Communities and Local Government and whether the second tranche of funding had been released. The Director of Housing and Development explained that the review continued and that the Combined Authority still awaited the second tranche of funding. He clarified that a final review meeting had been scheduled for early September 2020 and that there had been some discussions in terms of the programme end date which were still ongoing from the last meeting which he hoped would be resolved at the meeting.

The minutes of the meeting held on 9 March 2020 were confirmed as a correct record and it was agreed that they would be signed by the Chairman when the Combined Authority returned to its offices.

- Councillor Smith requested that the minutes highlighted any comments attributed to her individually for this meeting. The Chairman commented that this was not usual practice but that for the purposes of this meeting the minutes would reflect individual Members comments. The Chairman requested that officers reviewed this position for the Combined Authority Committees and report back on the position to the Committee. **ACTION.**

In discussion of the action log:

- Councillor Sargeant queried why a report had not come to the Committee meeting on the impact of COVID-19 on Culture and Tourism as requested at the last meeting. The Chairman explained that a position statement had been circulated to the Committee separately to the Committee agenda. He explained that it stated clearly that the Skills team were working to produce a Local Recovery Plan that would go to Board in September. He explained that the situation was fluid
- Councillor Smith commented that tourism had been highlighted as an 'orphan area' when the Committees were originally set up but that it was now a critical area as highlighted by the COVID pandemic, and that the role of the Committee in relation to Tourism needed to be reviewed. The Chairman requested that officers review the role of the Committee in relation to Tourism in light of COVID and report back.
ACTION

The remaining actions were noted.

82. PUBLIC QUESTIONS

No public questions received.

No formal questions were received from the Overview and Scrutiny Committee.

83. COMBINED AUTHORITY FORWARD PLAN

No comments were made on the Combined Authority Forward Plan.

84. HOUSING AND COMMUNITIES COMMITTEE AGENDA PLAN

The Housing and Communities Committee Agenda Plan was noted.

85. £70 MILLION AFFORDABLE HOUSING PROGRAMME - CAMBRIDGE CITY

The Committee considered a report on the spend and outputs for the £70 million Affordable Housing Programme.

In presenting the report officers clarified that contractors were now back on site with social distancing rules in place. Officers explained that the final three sites in the programme would be going into planning in July 2020 and sales were starting to open up on site.

In discussing the report:

- Councillor Sargeant highlighted the need for accessible housing in all housing schemes as homelessness was a big issue nationally. He explained that more than 100 people had been housed in temporary new buildings in Cambridge. The Director of Housing and Development stated that accessibility was a planning authority matter and that this had been highlighted at previous Committee meetings.

It was resolved unanimously to:

Note the report on spend and outputs for the £70 million Affordable Housing Programme, and the next report will be provided in September 2020.

86. £100M AHP SCHEME APPROVALS - HEYLO, ROMAN FIELDS, PASTON

The Committee considered a report that sought £645,000 grant funding from the £100m Affordable Housing programme for 20 additional shared ownership units at Roman Fields, Paston, Peterborough, requested by Heylo Homes.

In presenting the report officers explained that the proposed homes would be 20 additional shared ownership units as part of a development site. The site was currently under development by Keepmoat with 457 new homes in a mix of tenures and bedroom types.

In discussing the report:

- Councillor Sargeant commented that the houses were over the 85% figure for national space standards but queried whether this was always the case with schemes that were submitted. The Director of Housing and Development stated that it was rare that a scheme came forward with lower than 85% against the national space standards and that this would be flagged with Members.
- Councillor Sargeant queried whether the homes within the scheme provided additionality and if this was properly displayed and evidenced in the report in relation to local planning figures. The Chairman stated that the additionality was reflected as the intervention of the Combined Authority and that planning was a local planning authority matter. Officers reiterated that they worked closely with district planning officers on schemes. The Chairman requested that the paragraph were additionality is explained in reports going forwards should be highlighted in bold so that it was easy to spot. **ACTION**

- Councillor Fuller stated that the reference to local planning figures was a red herring and a Cambridge centric approach and that procedural discussions in relation to the way in which reports were compiled should be done outside the meeting.

It was resolved by majority to:

- a) Commit grant funding of £645,000 (equating to £32,250 per unit) from the £100m Affordable Housing programme to enable delivery of 20 additional shared ownership homes at Roman Fields, Paston, Peterborough.

87. £100M AHP SCHEME APPROVALS - ALCONBURY WEALD - MAN GPM

The Committee considered a report that sought £4,425,000 of grant funding from the £100m Affordable Housing programme for 94 additional affordable units with a mix of 65 affordable rented and 29 shared ownership, at Alconbury Weald, Alconbury by Man GPM.

In introducing the report officers explained that Man GPM were a for profit organisation that provided housing. Officers explained that their investment model involved exploring ways to deliver new supplies of affordable housing for low cost rents and home ownership and that they would work with Registered Providers using leases to maintain units for a minimum of 10 years.

In discussing the report:

- Councillor Smith queried the lease for a minimum of 10 years and whether the homes would then be sold on the open market. She sought clarification that the homes would not go on the open market and would remain as affordable housing in perpetuity. The Chairman stated that he did not like to use the word in perpetuity and assumed that if such a lease was terminated another registered provider would be found. The Director of Housing and Development stated that he was happy to accept that the homes would not be returned to the open market. The Director of Housing and Development to secure clarification and send a post meeting note to members confirming the arrangements with the applicant for the houses to remain as affordable units beyond the initial 10 years. **ACTION**
- Councillor Smith commented that she was aware that some for profit organisations were using the new Local Housing Allowance rates as a basis for setting their affordable rates. She requested further information on the intended rent levels for the scheme and whether they would be pre or post COVID rates. Officers explained that the rates would be in line with Local Housing Allowance rates.

- Councillor Sargeant requested that the Director of Housing and Development circulated further information to the Committee regarding the setting of affordable rent levels and how it worked at a national level.
- Councillor Fuller commented that it would be useful to ascertain the Combined Authorities view on what for profit organisations do with Grant Funding.
- Councillor Allen commented that if the houses were disposed of in the future, who it was disposed to would be his main concern. He explained that he would be comfortable if they went to aspirational tenants but not to commercial landlords.
- Councillor Ambrose Smith highlighted to Members that the rent rates were contained within the exempt appendices to the report.

It was resolved unanimously to:

- a) Commit grant funding of £4,425,000 from the £100m Affordable Housing programme to enable delivery of 94 additional units, with a mix of 65 affordable rented and 29 shared ownership homes at Alconbury Weald, Alconbury.

88. £100M AHP SCHEME APPROVALS - MARCH TOWN CENTRE FAHHA

The Committee received a report that sought £3,520,000 of grant funding from the £100m Affordable Housing programme for 90 additional units with a mix of 70 affordable rented and 20 shared ownership, at 3 sites (Queens St, Norwood Road & Hereward Hall) in March Town centre.

The Chairman highlighted that that the Committee had been notified of an error in the confidential appendices for this item and that Start on Site was expected to be in February 2021 and the scheme completed by October 2022.

In discussing the report:

- Councillor Sargeant commented that it was a windfall site and that other houses would be for sale and that the viability test was not viable to provide a sufficient level of affordable housing. The Director of Housing and Development commented that all of the units on the sites would be affordable. The Chairman explained that the viability report had been published for Fenland as part of the impending Local Plan and that in large parts of Fenland it had been identified that there was no viability for affordable housing. He commented that this was a very different position than other parts of Cambridgeshire. He commented that there were many developers coming forward that could prove that there was no viability to provide anything for the community and this was a major issue.

It was resolved by majority to:

- a) Commit grant funding of £3,520,000 from the £100m Affordable Housing programme to enable delivery of 90 additional units, with a mix of 70 affordable rented and 20 shared ownership homes within March Town Centre.

89. £100M AHP SCHEME APPROVALS - RAF UPWOOD, EVERA

The Committee received a report that sought £2,720,000 of grant funding from the £100m Affordable Housing programme for 64 additional affordable units with a mix of 32 social rented and 32 shared ownership at Former RAF Upwood, Ramsey Road, Bury, Huntingdonshire.

In introducing the report officers explained that the site had existing outline planning approval and that reserved matters applications were in the process of being submitted. Officers highlighted that the site had been impacted by a number of issues that were affecting the viability and that a viability challenge had been submitted by Evera Homes to reduce the amount of affordable housing to 0% therefore the grant was subject to review.

In discussing the report:

- Councillor Smith commented that the application was pushing close to the mark with space standards at only 86%. She commented that the authority should be doing more upfront about this and have a stronger view.
- Councillor Fuller explained that he agreed with Councillor Smith but that for the Combined Authority to take a blanket approach would fail to look at the individual challenges. He clarified that the site had needed redeveloping for years.
- Councillor Sargeant highlighted that the discussion at Committee in September in relation to the Housing Market Assessment and the variability across the authority. He explained that he was struck by the situation in Fenland which he was not aware of. He requested that space standards be included in the report and input was needed from district housing officers in relation to the pressures that they were under.

It was resolved by majority to:

- a) Commit grant funding of £2,720,000 from the £100m Affordable Housing programme to enable delivery of 64 additional units, with a mix of 32 social rented and 32 shared ownership homes at the Former RAF Upwood site.

90. £100M AHP SCHEME APPROVALS - STANGROUND, PETERBOROUGH, CKH

The Committee considered a report that sought £1,260,000 of grant funding from the £100m Affordable Housing programme to enable delivery of 28 affordable rented additional units, at Stanground, Peterborough.

It was resolved unanimously to:

- a) Commit grant funding of £1,260,000 from the £100m Affordable Housing programme to enable delivery of 28 affordable rented additional units, at Stanground, Peterborough.

91. £100 MILLION AFFORDABLE HOUSING PROGRAMME UPDATE

The Committee considered a report that gave an update on the £100 million Affordable Housing Programme.

In introducing the report the Director of Housing and Development highlighted the appendices included with the report that showed the location of schemes across the Combined Authority Area, a list of all of the approved schemes and a bar chart showing the stages of approvals. He explained that there were 591 Starts on Site to date in total, up from 483 when last reported. He clarified that so far the programme had delivered 89 completed units, seven schemes have completed in some form, with another two schemes due to be completed in the next few months, Covid-19 construction delays permitting. He clarified that there had been one scheme withdrawal in Papworth. He highlighted that so far £47.68 million has been contractually committed, comprising £7.68 million in grants and the full revolving £40 million in loan funding. He clarified that £19.5 million was in the process of being contracted. He explained that in terms of the risks and issues COVID had impacted the programme in terms of progress in relation to builds. He commented that there had been some starts back on site and some programme slippage and that progress was slow and steady. He highlighted that there had been a high level of enquires by developers in relation to affordable housing and a healthy number of schemes coming through the pipeline.

In discussing the report:

- Councillor Sargeant commented that most of the affordable housing ended up being shared ownership and that he would like to see more of a mix in the future. He requested that appendix one of the report showed tenure types in future reports. **ACTION.** The Director of Housing and Development commented that currently the unit mix was quite healthy.
- Councillor Sargeant commented that the starts on site for the Combined Authority were still quite low and that he had concerns that 2000 homes would start on site in the next two years. The Director of

Housing and Development commented that there were more projects coming through the pipeline that hadn't been counted in the numbers yet, so starts would pick up and we always expected more starts on site towards the end of the programme.

- Councillor Smith commented that the reporting on the programme was much improved.

It was resolved unanimously to:

Note the progress of the delivery of the £100m programme.

92. ALLOCATION POLICY £100K HOMES

The Committee received a report asking them to consider and approve the proposed £100K Homes Allocations Policy.

The Chairman highlighted that the Committee had received an email that morning with an update to the report recommendation a) to read 'Approve the principle and structure of the £100K Homes Allocations Policy, noting the removal of local connectivity category d'. He explained that this related to the removal of the local connectivity point being where you were born.

In introducing the report the Director of Commercial explained that the Business Case for £100k homes had been approved earlier in the year and that the development of the allocations policy was the next step in the scheme. She clarified that the policy reflected the high level principles of the criteria and was one of two documents, the second document being a guidance document with a lot more detail on what information would be submitted and how it would be assessed, which would be developed following the approval of the policy.

In discussing the report:

- Councillor Smith asked that the report be withdrawn from the agenda as she did not feel that the policy was concise enough and there had been no consultation with local authority officers on it. She commented that she was pleased to see that category D had been removed. She explained that she felt the document was potentially illegal and discriminatory and that she was not prepared to delegate the amendments to officers. She highlighted that there was no detail regarding minimum and maximum incomes and no reference to local housing prices in each area. She also asked whether individual's savings were taken into consideration. She explained that this was an enormous subsidy which she did not have an issue with, however the policy needed to be focused to meet the needs of the local areas. She reiterated that district officers had not been consulted on the criteria and that she had not been consulted as a leader or Board Member and that this was not the time to be taking the policy forward. She also asked for engagement with the Regional Housing Board. The

Chairman clarified that the delegation allowed for minor amendments to the policy and did not provide delegation for approval of the second document. He explained that this was a stand-alone document that would be brought to Committee for approval. Councillor Smith reiterated that there were still too many questions and that she would like to recommend that the report be withdrawn for formal consultation and review.

- Councillor Sergeant explained that he had queried if the Cambridgeshire and Peterborough Housing Board had been consulted on the policy but that a response was not forthcoming. He explained that he was a big fan of not reinventing the wheel and that there was already government criteria on low cost home ownership. He also suggested using help to buy agents for managing the process. The Director of Commercial stated that this was a policy many local authorities would already be familiar with and that officers had been working to get the principles approved so that they could then do further engagement and consultation on the detailed guidance that sat behind the policy. She clarified that the scheme would be 100% freehold ownership. Councillor Sergeant commented that there were some local help to buy schemes with no shared ownership element. He confirmed that he supported Councillor Smith's proposal to withdraw the report. He sought further clarification on the definition of a keyworker in the policy. The Director of Commercial stated that the definition would be clearly set out in the guidance document and that they had currently kept the definition broad as they recognised that different local authorities would have different definitions and priorities. Councillor Sergeant explained that he would be happier if the criteria focused on district council area as he was not happy with the definition at the moment. He commented that the intention of £100k homes was that they were near your place of work and where you had family connections. The Chairman commented that this was not a reflection of reality in some parts of the Combined Authority area and that there was a greater degree of diversification.
- Councillor Fuller commented that he agreed with Councillor Smith's proposal to remove the report from the agenda. He stated that the policy currently had unintended consequences and needed to go back to the drawing board. He gave himself as an example as he did not work in his home town and this policy would disadvantage people.
- Councillor Hickford commented that he had concerns in relation to the points system from a young person's perspective. He commented that he knew of young people that had moved out of Cambridgeshire as they could not afford to rent or buy. He explained that there was no history of them living in Cambridgeshire take into account and more guidance was needed.

- Councillor Allen commented that he agreed with Councillor Smith's analysis and that the policy needed to be reviewed alongside the guidance document.

Councillor Smith proposed and was seconded by Councillor Sargeant that the report was withdrawn from the agenda and brought back to the next Committee meeting with an amended policy and guidance document.

It was resolved unanimously to:

Withdraw the report and bring it back to the next Committee meeting with an amended policy and the guidance document which accompanies that policy.

93. CONNECTING CAMBRIDGESHIRE PROGRAMME UPDATE

The Committee considered a report that gave an update on the progress of the digital infrastructure programme, including a reduction in the overall budget allocation in the light of emerging commercial plans and Government funding decisions for mobile coverage across Cambridgeshire and Peterborough.

In presenting the report officers explained that the report gave a background to the programme and they highlighted a number of points in the report;

- The proposal for two work streams to be brought into the programme; the Keeping everyone connected workstream – post COVID. Officers were currently applying for EU ERDF Funding to support technology grants for small business matched by Combined Authority funding; and the Emerging Technology workstream, with a focus on market towns.
- The budget envelop had been reduced and there was still an issue with mobile connectivity. This had been superseded by the Shared Rural Network Programme hence a reduction in budget,

In discussing the report:

- Councillor Fuller queried what the £250,000 over two years would deliver and asked whether the funding could be focused at a district level. Officers explained that there was scope to look at individual district areas and the workstream was linked to the Business Boards Growth Programme.
- Councillor Sargeant commented that there were two million children that had no access to the internet and queried what opportunities there were to help children with disadvantaged backgrounds. Officers explained that they were aware of this situation and were actively

working with the disadvantaged groups in the Combined Authority area.

It was resolved unanimously to:

- a) Note the progress in relation to the provision of digital connectivity infrastructure across Cambridgeshire and Peterborough.
- b) Note the overall digital infrastructure budget allocation reduction from £5.6m to £4.3m, in line with the decision taken by the CPCA board on 3rd June.
- c) Approve the establishment of two additional work streams to support Covid-19 related business recovery activities and the rollout of “Smart” technology to Cambridgeshire market towns, within the reduced budget allocation.
- d) Delegate to the Director of Delivery and Strategy in consultation with the Chair of the Housing and Community Committee the approval of the detailed business plan for the digital infrastructure delivery programme for 2020-2022.

94. DATE OF NEXT MEETING

Members noted the date of the next meeting as Monday 14th September 2020.

Chairman

Housing and Communities Committee Action Sheet – 22nd June 2020

Date	Minute Ref	Report Title	Action	Delegated officer	Status	Date completed
09/03/20	62.	HOUSING COMMITTEE BRIEFING SESSION - £170 M AFFORDABLE HOUSING PROGRAMME	<p>A Member commented that they would have written a different list of issues that had been identified in the presentation which would have been</p> <ul style="list-style-type: none"> • Climate Crisis • Access to health • Brexit • High quality education <p>She commented that it would be useful to seek feedback from Board Members at a future leader's strategy meeting on the issues faced as the issues were not all the same throughout all of the Local Authorities.</p>	Roger Thompson	Future leaders strategy session to be identified	
27/04/20	74.	£100M AHP SCHEME APPROVALS - HEYLO ST THOMAS PARK	The Committee to be presented with a report outlining the unique challenges experienced by the northern and southern areas of the County in delivering affordable housing.	Roger Thompson	Planned for November Committee	
22.06.20	81.	MINUTES AND ACTION LOG – 27 APRIL 2020	Councillor Smith requested that the minutes highlighted any comments attributed to her individually for this meeting. The Chairman commented that this was not usual practice but that for the purposes of this meeting the minutes would reflect individual Members comments. The Chairman requested that	Rochelle White	In progress	

Agenda Item: 1.3

			officers reviewed this position for the Combined Authority Committees and report back on the position to the Committee.			
22.06.20	81.	MINUTES AND ACTION LOG – 27 APRIL 2020	The Chairman requested that officers review the role of the Committee in relation to Tourism in light of COVID and report back.	Roger Thompson	Provisionally planned for January committee	
22.06.20	86.	£100M AHP SCHEME APPROVALS - HEYLO, ROMAN FIELDS, PASTON	The Chairman requested that the paragraph where additionality is explained in reports going forwards should be highlighted in bold so that it was easy to spot.	Azma Ahmad-Pearce	This is being implemented in all future grant request papers	25.08.20
22.06.20	86.	£100M AHP SCHEME APPROVALS - HEYLO, ROMAN FIELDS, PASTON	The Director of Housing and Development to secure clarification and send a post meeting note to members confirming the arrangements with the applicant for the houses to remain as affordable units beyond the initial 10 years.	Roger Thompson	This confirmation has been received from the applicant and a note will be issued.	Will be issued before committee on 14 th September 2020
22.06.20	91.	£100 MILLION AFFORDABLE HOUSING PROGRAMME UPDATE	Councillor Sargeant commented that most of the affordable housing ended up being shared ownership and that he would like to see more of a mix in the future. He requested that appendix one of the report showed tenure types in future reports.	Roger Thompson	This is being implemented and will be shown in the appendix of programme schemes in all future £100m programme reports	25.08.20

HOUSING AND COMMUNITIES COMMITTEE AGENDA PLAN

Updated on 4 September 2020



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in italics are TBC.

The definition of a key decision is set out in the Combined Authorities Constitution in Chapter 6 – Transparency Rules, Forward Plan and Key Decisions, Point 11 <http://cambridgeshirepeterborough-ca.gov.uk/assets/Uploads/CPCA-Constitution-.pdf>

* indicates items expected to be recommended for determination by Combined Authority Board

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is five clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log
- CPCA Forward Plan
- Housing and Communities Committee - Agenda Plan

Committee date	Agenda item	Lead officer	Report to CA Board for decision	Reference if key decision	Deadline for reports	Agenda despatch date
14.09.20	Budget and Medium Term Financial Plan 2021/22	John Alsop	No	N/A	27.08.20	04.09.20
	Community Land Trusts Grant Scheme	Emma Grima	No	N/A		
	£100K Homes Allocation Policy	Emma Grima	No	N/A		

Committee date	Agenda item	Lead officer	Report to CA Board for decision	Reference if key decision	Deadline for reports	Agenda despatch date
09.11.20	£70m Cambridge City Council Affordable Housing Programme: Update	Roger Thompson/Claire Flowers	No	N/A	22.10.20	30.10.20
	£100m Affordable Housing Programme Update	Roger Thompson	No	N/A		
	£100m Affordable Housing Programme Scheme Approvals – November 2020	Azma Ahmad - Pearce	No	2020/062		
	Housing Market Assessment Update	Roger Thompson/Azma Ahmad -Pearce	No	N/A		
11.01.21	£70m Cambridge City Council Affordable Housing Programme: Update	Roger Thompson/Claire Flowers	No	N/A	14.12.20*	22.12.20*
	£100m Affordable Housing Programme Update	Roger Thompson	No	N/A		
	£100m Affordable Housing Programme Scheme Approvals – January 2021	Azma Ahmad - Pearce	No	TBC		
	Role of Housing and Communities Committee – Tourism Post Covid	Roger Thompson	No	N/A		
15.03.21	£70m Cambridge City Council Affordable Housing Programme: Update	Roger Thompson/Claire Flowers	No	N/A	25.02.21	05.03.21
	£100m Affordable Housing Programme Update	Roger Thompson	No	N/A		
	£100m Affordable Housing Programme Scheme Approvals – March 2021	Azma Ahmad - Pearce	No	TBC		
28.04.21	£70m Cambridge City Council Affordable Housing Programme: Update	Roger Thompson/Claire Flowers	No	N/A	09.04.21	20.04.21

Committee date	Agenda item	Lead officer	Report to CA Board for decision	Reference if key decision	Deadline for reports	Agenda despatch date
	£100m Affordable Housing Programme Update	Roger Thompson	No	N/A		
	£100m Affordable Housing Programme Scheme Approvals – April 2021	Azma Ahmad - Pearce	No	TBC		

To be programmed:

Key:* early publication due to Christmas break

HOUSING AND COMMUNITIES COMMITTEE	AGENDA ITEM No: 2.1
14 SEPTEMBER 2020	PUBLIC REPORT

COMMUNITY LAND TRUST SET-UP GRANT

1.0 PURPOSE

1.1. To consider the proposed CLT set-up grant as detailed in Appendix 1.

<u>DECISION REQUIRED</u>	
Lead Member:	Councillor Chris Boden
Lead Officer:	Emma Grima - Director Commercial
Forward Plan Ref: N/A	Key Decision: No
<p>The Housing and Communities Committee is recommended to:</p> <p>(a) Approve the grant criteria and application form as set out in Appendix 1</p>	<p>Voting arrangements</p> <p>Simple majority of all Members</p>

2.0 BACKGROUND

- 2.1. Community Land Trusts (CLT) are a mechanism to deliver community-led housing. Community-led housing is an attractive and affordable alternative to conventional housing can be part of the answer; where communities come together to design and build affordable homes for the benefit of local households most in need.
- 2.2. The Combined Authority vision for Cambridgeshire and Peterborough is to have the most advanced community-led housing sector in the UK, where local people in confident, and resilient communities have access to the skills and expertise to create attractive local homes that they can genuinely afford.
- 2.3. Housing plays an important role in the growth of our local economy but across Cambridgeshire and Peterborough, too many young people and families are unable to stay in their communities, close to their place of work, because they cannot access decent housing that they can genuinely afford on their local incomes.

- 2.4. To support the ‘scaling up’ of community-led housing across Cambridgeshire and Peterborough, the Combined Authority can:
- mobilise public support for new homes;
 - widen the range of housing products that are available, including homes for local people that are priced out of home ownership;
 - boost community ownership of assets;
 - diversify the local house building market, building collaboration, innovation, skills and local supply chains;
 - inspire stronger local communities with increased confidence, capacity and control.
- 2.5. On 30 October 2019 (Agenda Item 3.1), the Combined Authority Board approved an allocation of £100,000 to be made available for the creation of Community Land Trusts across the Combined Authority area.
- 2.6. The first step to enabling communities to set up as a CLT will be to make a grant available to them that will assist to relieve the burden of some of the set up costs associated with becoming a CLT. It is proposed that the Combined Authority provides a grant of up to £5,000 that will facilitate incorporation.
- 2.7. The criteria and application form are provided at Appendix 1 for approval.
- 2.8. The Combined Authority will actively engage with the individual constituent council where a community is seeking to establish a CLT in the relevant area.
- 2.9. Once more CLTs are established across the Combined Authority area a Full Business case will be compiled and presented to the Combined Authority Board for approval. It is not yet possible to complete the Full Business Case as it is not yet known what interventions, if any, are needed to enable the delivery of CLTs across the Combined Authority area.
- 2.10. As part of the preparation for the business case Officers will actively engage with each local authority area, initially through the Sub-Regional Housing Board to explain the concept of community-led development and the work that the Combined Authority is planning to undertake to develop the business case. Consultation will also be undertaken with this Housing & Communities Committee.
- 2.11 At this stage in the process the Housing & Communities Committee is being asked to approve the grant criteria and application form that is provided at Appendix 1. Once an application for a grant is received it will be assessed by Officers and a recommendation will be made to the Housing & Communities Committee as to whether to award the grant.

SIGNIFICANT IMPLICATIONS

3.0 FINANCIAL IMPLICATIONS

3.1. There are no financial implications.

4.0 LEGAL IMPLICATIONS

4.1 The recommendation accord with CPCA's Constitution (September 2019) and powers under Part 4 Article 11 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).

4.2 The meeting shall be conducted in accordance with Parts 2 and 3 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

5.0 OTHER SIGNIFICANT IMPLICATIONS

5.1 Equality Impact Assessment not required.

6.0 APPENDICES

6.1 Appendix 1 – CPCA CLT set-up grant criteria and application form

<u>Background Papers</u>	<u>Location</u>
£100k Homes and Community Land Trusts- Combined Authority Board- 30 October 2019- Agenda Item 3.1	<u>Combined Authority Website.</u>



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

COMMUNITY LAND TRUST SET-UP GRANT AND APPLICATION FORM

The set-up grant of up to £5,000 is intended to provide steering groups or other appropriate community-based organisations with funding to pay for the professional fees and technical costs that are associated with the legal set-up for a local Community Land Trust (CLT), and contribute toward the costs of the basic community engagement activities that are essential to build local support and towards developing a business plan.

To be considered for a set-up grant the steering group/community based organisation should ideally meet the following key criteria:

1. The applicant group/organisation should have either a bank account or the means to administer the grant funds on their behalf
2. The applicant group/organisation must be representative of the community, with an open democratic membership structure
3. The applicant group/organisation must be clear about the community that it has been established to serve, with a clear vision for the type of CLT they wish to set-up and a description of the project
4. Any assets that are to be retained by the CLT in the long-term are expected to be permanently affordable for local people on local wages
5. The organisation must intend to provide evidence of meaningful public engagement and that the proposed project that requires funding has general community support
6. The project will need evidence of the backing of the wider community e.g. local planning authority

Supporting documents

All applications will need to be on a CPCA CLT set-up grant application form. Any supporting documentation such as a vision or mission statement, evidence of need, letter of support etc will help the application process.

Application process

Interested applicants should make contact in the first instance with the Community Housing Programme Manager for the Combined Authority who will review the project information and carry out the necessary due diligence to ensure the project is suitable. The Community Housing Programme Manager will then submit the application, with a recommendation, to the Combined Authority Housing & Communities Committee for decision. The decision of the Housing & Communities Committee will be final.

If a grant is approved by the Housing & Communities Committee then a grant offer letter will be issued within 14 days of the decision. Funds will be released to the applicant once any grant offer conditions have been met and the applicant has signed and returned the offer letter.

Reporting

It will be a condition of the grant that applicants report regularly on project performance at least quarterly according to a pre-agreed timetable. Such reporting will include evidence of expenditure.

ABOUT YOUR ORGANISATION			
Organisation name (if known):			
Name of contact:		Title:	
Position held:			
Organisation address:	Correspondence address (if different):		
Postcode:		Postcode:	
Telephone:		Contact telephone:	
Email address:			
Does your organisation already have a bank account (delete as applicable)?		Yes / No	
<i>Note: if there is a bank account, please supply a copy of the latest statement</i>			
If no bank account, is there another local organisation, such as a Parish or Town Council that could hold and administer the grants funds on your behalf? If so, please give details below:			
Council Bank:		Sort Code:	

In which geographical area do you wish to set-up your organisation?

How many people are currently involved?

Please list the names and give brief details of your working group. so far as it is established (e.g. 'local resident', 'Parish Councillor', 'Local Authority Representative'):

Signature of person responsible for set-up grant application:

Print name:

Date:

What is your vision for your organisation?

The vision will explain the long-term changes that you expect to achieve through the work of your organisation.

What type of organisation do you want to set-up (e.g. Community Land Trust, Co-operative)?

Why do you think this is the most appropriate legal model for what you want to do?

Is the proposal for this organisation an outcome from Neighbourhood Planning?

ABOUT YOUR PROJECT

Please describe your project.

It would be useful to know what type of community assets you want to create (e.g. houses, workspaces, open space etc), and the scale of your project, i.e. how many properties you hope to build in the current scheme?

Approximately how many affordable homes are you looking to deliver? Are there any other types of homes you are looking to deliver (eg. market housing, homes for older people, starter homes)?

Are there any other community assets or amenities (eg. open space, workspaces, community facilities) that you are looking to deliver? If so, please give details.

Have you carried out any local needs surveys, such as a housing need survey? What were the results? If you have not carried out any surveys how do you know there is a need for your project?

Other than the surveys have you directly engaged or informed your local community about your plans? If yes, how did you do this?

Do you have any land identified? Is this land secured in any way?

Who will directly benefit from your project (e.g. who will use or occupy the assets / properties)?

How will you select the occupants of any housing that you plan to build?

Will the properties you intend to build be constructed using local materials or sustainable building techniques?
Answering no to this question will not necessarily affect our decision to offer you a grant

What do you want to achieve in the short-term (i.e. within next 6 months)?

What are your plans for the medium-term (i.e. 6 months to 3 years)?

What are your plans for the long-term (i.e. once the current project has been completed)?

ABOUT YOU

Why are you the right people to lead this project?

What skills do you have?

What skills are you missing and how will you acquire them?

Do you have the support of other individuals or organisations? If so, please outline (e.g. 'local authority', 'parish council', 'regional CLT Umbrella'):

How did you hear about the Community-Led Housing grant fund?

Please let us know if there is anything else you would like us to know about your project:

HOUSING AND COMMUNITIES COMMITTEE	AGENDA ITEM No: 2.2
14 SEPTEMBER 2020	PUBLIC REPORT

ALLOCATION POLICY - £100K HOMES

1.0 PURPOSE

- 1.1. To consider the proposed £100K Homes Allocations Policy and Guidance Document.

<u>DECISION REQUIRED</u>	
Lead Member:	Councillor Boden
Lead Officer:	Emma Grima – Director Commercial
Forward Plan Ref: N/A	Key Decision: No
<p>The Housing and Communities Committee is recommended to:</p> <p>(a) Approve the £100K Homes Allocations Policy and Guidance Document as set out in Appendix 1.</p>	<p>Voting arrangements</p> <p>Simple majority of all Members</p>

2.0 BACKGROUND

- 2.1. The Combined Authority recognises the challenges that are faced by individuals that are struggling to enter the housing market. To some extent the existing market offer is catering for those in need and for those who are more established, through a range of different products; social rent, affordable rent, shared ownership, first time buyer schemes, discounted market sale and of course the open market.
- 2.2. There is a gap in the offer that is preventing individuals from entering the property market, particularly in an area where people have a strong local connection whether through family relationships or employment.

2.3. The Cambridgeshire and Peterborough Independent Economic Review (CPIER) has a chapter dedicated to the subject of housing. It reaches several conclusions:

- Not enough housing is being built at present. The CPIER notes that “It is not that supply has been unusually low, indeed the housing stock has increased by over 4% in this time [2012-2016]. But demand has been exceptionally high, causing the extreme affordability pressures in some parts of the area which we see today”. The review looks at recent delivery against Objectively Assessed Need- showing that it has fallen short by almost 1,000 houses over the years 2012/13 to 2016/17.
- Targets need to be revised upwards. Based on a summary review of the figures, the review concludes that it is likely that between 6,000 to 8,000 dwellings need to be built per year to manage the pressure on housing caused by employment growth.
- Lack of affordability is causing multiple problems. The review notes: “Local people are displaced from the area if they cannot afford the cost of accommodation. People’s quality of life deteriorates as too much of their income is swallowed up on rent or mortgage payments.” In future, it may also impose too much of a cost on business, causing a slowdown in growth in Cambridgeshire.

2.4. The Housing Strategy (2018) recognises that there is a need to delivery genuinely affordable housing across the Combined Authority area. It further recognises that there is a gap in the market that provides for those who do not qualify for traditional affordable housing and open market housing is out of reach.

2.5. On 29 January 2020 (Agenda Item 3.2), the Combined Authority Board approved the Business Case to deliver £100k Homes across the Cambridgeshire and Peterborough area that facilitates the delivery of these homes needed for people to live and work locally. The Combined Authority Board further approved a change to the Housing and Communities Terms of Reference to approve the £100k Homes Allocation Policy.

3.0 Allocation Policy and Guidance Document

3.1. The Allocations Policy and Guidance Document sets out the eligibility criteria for a £100K Homes, and the process by which applicants will be prioritised to purchase a £100K Home.

3.2. The Policy aims to prioritise those with strong local connections to the area in which each £100K Home comes forward. Employment, and particularly key worker status, in the local area is a key consideration under the Allocations Policy.

3.3. Other local connections criteria include: current or previous residency and/or close relatives living in the relevant area.

- 3.4. The Allocations Policy is supported with guidance that provides detail to the principles of the allocation policy.
- 3.5. The £100K Homes Programme, and associated Allocations Policy and Guidance Document, will help to keep communities in Cambridgeshire and Peterborough vibrant and sustainable by ensuring local people are given the opportunity to live near their place of work and remain in communities in which they have strong connections.
- 3.6. Whilst there is no legal duty to consult on an allocation policy, Officers have recognised that the experience of constituent Councils, who are familiar with such policies, should be reflected in the proposed policy and guidance. For this reason, Officers have consulted with the Sub-Region Housing Board which is made of Officers from the Constituent Councils and various Registered Providers that operate in the Cambridgeshire and Peterborough Area. Their feedback has been incorporated into the document.
- 3.7. Consideration has been given as to whether there should be a policy that is tailored to meet the nuances of each local authority area, for example local earnings. It is recommended that the Allocation Policy and Guidance document applies to all areas within the Combined Authority equally. This provides consistency across the Cambridgeshire and Peterborough area, especially where there are areas that adjoin neighbouring Council areas. This follows other affordable housing products that have an element of ownership, for example, shared ownership.
- 3.8. It is important to note that the £100k Homes product is not intended to meet all of the housing need in any particular area. It has been designed to enhance the offer and choice that is already being delivered in the housing market. The Allocation Policy has been designed to enable people to live and work locally.

SIGNIFICANT IMPLICATIONS

4.0 FINANCIAL IMPLICATIONS

- 4.1. There are no significant financial implications

5.0 LEGAL IMPLICATIONS

- 5.1 The recommendation accords with CPCA's Constitution (September 2019) and powers under Part 4 Article 11 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).
- 5.2 The meeting shall be conducted in accordance with Parts 2 and 3 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

6.0 OTHER SIGNIFICANT IMPLICATIONS

6.1 Equality Impact Assessment.

An initial screening has been carried out. This is provided at Appendix 2. The Allocation Policy and Guidance Document does not identify a negative impact on different groups in the community, on the grounds of any of the protected characteristics and as such a full Equality Impact Assessment is not required.

7.0 APPENDICES

- 7.1. Appendix 1 – £100K Homes Allocations Policy and Guidance Document
Appendix 2- Initial Screening- Equality Impact

<u>Background Papers</u>	<u>Location</u>
£100k Homes Business Case- Combined Authority Board- 29 January 2020 (Agenda Item 3.2)	Combined Authority Website.
Allocation Policy £100k Homes- Housing and Communities Committee- 22 June 2020 (Agenda Item 2.4)	



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

£100K HOMES ALLOCATIONS POLICY AND GUIDANCE

Contents

Introduction and aims.....	3
Allocations.....	3
Stage one: Eligibility.....	3
Stage two: Point score and priority	5
Point Score Table	5
Definitions and qualifying criteria.....	6
Residence	6
Employment.....	6
Self-employment.....	6
Key worker	6
Retiring Member of Armed Forces	7
Close family	7
‘Year’ for the purpose of length of residence.....	7
Joint applications	7
Change of circumstances	7
Cancelling an application	7
Making an offer.....	8
Evidence	8
Accepting an offer.....	9
Withdrawal of offers.....	9
Non-eligible applicants	9
Overcrowding.....	10
Case specific guidance	10
Partial home ownership.....	10
Staying contact with children	10
High-risk offenders.....	10
Allocations to staff, family members of staff and elected members	10
Allocations for a subsequent £100K Home sale	10
Changes to the Allocations Policy	11
Data protection.....	11
Decision reviews and complaints.....	11

Introduction and aims

This policy outlines the allocations process for £100K Homes in the Cambridgeshire & Peterborough area. It details how applicants can express their interest in purchasing a £100K property, the eligibility criteria, how applicants will be prioritised, and the process to accept an offer of a £100K Home. The Allocations Policy is based on a point scoring system.

£100K Homes provides another opportunity to meet the housing needs of those who would otherwise not be able to buy on the open market in their local area. Such households often work in sectors where incomes have not kept pace with increases in house prices.

The £100K Homes Allocations Policy aims to:

- Establish a process that is non-discriminatory and responsive to demand, while contributing to the need to be inclusive and ensure sustainable communities
- Establish an efficient, transparent, fair and effectively controlled basis for the acceptance and processing of applications for £100K Homes ownership
- Provide a system of prioritising applicants ensuring that homes are allocated to people with the strongest local connections to the relevant City/ Town/ Parish

The Combined Authority will assess all applications for the allocation of £100K Homes under the terms of this policy.

Allocations

The Allocations process consists of two key stages:

- 1) Eligibility
- 2) Point score and priority

Stage one: Eligibility

The Combined Authority will receive Expressions of Interest for £100K Homes and will maintain a waiting list of potential applicants. Upon submitting an Expression of Interest for a £100K Home, applicants will be assessed on their eligibility.

Expressions of Interest can be submitted online at www.100khomes.co.uk/register-interest . Anyone who is unable to complete an online application should contact the £100K Homes team via email, telephone or post:

- Email: admin@100khomes.co.uk
- Telephone: 01480 277180
- Postal address: £100K Homes team, Cambridgeshire & Peterborough Combined Authority, 72 Market Street, Ely, CB7 4LS

In order to be eligible for a £100K Home the applicant must meet three criteria:

a) An inability to afford open market ownership

Applicants will be subject to a maximum income limit to be eligible. This will take into account income from all sources. In the case of joint applicants, total household income must fall below the maximum income limit.

The £100k Homes will be in line with national guidance for Shared Ownership properties. This is currently £80,000 nationwide outside of London.

b) A local connection to Cambridgeshire or Peterborough

Applicants must satisfy at least one of the following local connections criteria:

- Employment in Cambridgeshire or Peterborough
- Self-employment in Cambridgeshire or Peterborough
- Armed services personnel enlisting from address in Cambridgeshire or Peterborough
- Currently reside in Cambridgeshire or Peterborough
- Have resided in Cambridgeshire or Peterborough during the past 5 years
- Have close family (as defined on page 7) who currently reside in Cambridgeshire or Peterborough

In the case of joint applicants, at least one applicant must have a local connection.

c) Do not currently own a home

Applicants must not currently own a home, whether or not they live in it as their primary residence. In the case of joint applicants, neither may currently own a home.

d) Do not have access to capital over 25% of the discounted value of the property

Applicants must not have access to capital over 25% of the discounted value of the property. When a £100K Home is first sold, this means applicants must not have access to over £25,000.

Applicants that meet parts a) b) c) and d) of the eligibility criteria will be accepted onto the waiting list and invited to submit a full application when a £100K Home becomes available in the area(s) in which they have a local connection.

Stage two: Point score and priority

When a £100K Home becomes available, everyone who has submitted an Expression of Interest in £100K Homes will be notified. Those eligible applicants that have a local connection to the relevant City/ Town/ Parish will be invited to submit a full application within a given timeframe.

Applicants that have no local connection to the relevant City/ Town/ Parish but reside in one of the prescribed list of surrounding settlements will also be invited to submit a full application.

Applicants that have a local connection to Cambridgeshire or Peterborough, but no local connection to the relevant City/ Town/ Parish of which the £100K Home is coming forward and do not any of the prescribed neighbouring settlements will not be invited to complete a full application. However, they will remain on the waiting list of potential applicants for future £100K Homes that come forward in other areas.

The full application form will allow the Combined Authority to allocate each applicant with a Point Score. Points will be allocated based on the strength of local connection to the relevant City/ Town/ Parish, using the points table below.

The points system is designed to give a fair representation of an applicant's local connection to the area. It ensures that those with the strongest local connections are given priority to purchase a £100K Home.

Points are split into two categories: employment and connectivity. Points are awarded in line with the table below.

Point Score Table

Category	Criteria		Point allocation	Points scored
Employment	Employed in relevant City/ Town/ Parish	Y/N	500	
	Self-employed in relevant City/ Town/ Parish	Y/N	500	
	Key Worker	Y/N	250	
	Retiring member of the armed forces who enlisted from address in relevant City/ Town/ Parish	Y/N	250	
Connectivity	Currently lives in relevant City/ Town/ Parish	Yrs	100 per year, capped at 500	

	Previously lived in relevant City/ Town/ Parish during the past 5 years	Yrs	80 per year, capped at 400	
	Close family living in relevant City/ Town/ Parish	Yrs	50 per year, capped at 250	
	Currently lives in prescribed neighbouring settlement	Yrs	50 per year, capped at 250	
Total points awarded:				

Definitions and qualifying criteria

Residence

This will be the primary residence of applicants and will include, living with parents, in rented accommodation and those in employment-based accommodation.

Employment

In order to accrue local employment points applicants must currently be employed within the relevant City/ Town/ Parish for a minimum of 16 hours per week, and must have held this employment for at least 6 months prior to the expected £100K Home completion date.

If the employer's registered address is not in the relevant City/ Town/ Parish but your usual place of employment is, this must be evidenced by the employer.

Self-employment

In order to accrue local self-employment points applicants must provide evidence that they have traded from an address in the relevant City/ Town/ Parish for at least 12 months prior to the expected £100K Home completion date.

Key worker

Key workers are defined as:

- nurses and other NHS staff,
- teachers in schools and in further education or sixth from colleges,
- childcare workers in pre-schools and nursery schools,
- police officers,
- prison service and probation service staff,
- social workers, education psychologists, planners and occupational therapists employed by local authorities,
- whole time junior fire officers and retained fire fighters,
- care workers, and
- serving members of the armed forces

Retiring Member of Armed Forces

Applicants who have retired from the Armed Forces in the 5 years prior to the expected £100K Home completion date and enlisted from an address in the relevant City/ Town/ Parish. Applicants must be able to show a discharge certificate or similar document.

Close family

Close family is defined as spouse, civil partner, parent, child, sibling, step-parent, step-child, step-sibling, grandparent, or grandchild.

'Year' for the purpose of length of residence

The length of residence for both applicants and close family will be calculated using the expected completion date of the £100K Home. Length of residence will be rounded to the nearest year, with any length of time over 6 months being rounded up to one full year.

Joint applications

In the case of joint applicants, the score of each individual will be calculated and an average of the two will be applied. If one applicant wishes to cancel their application, the remaining applicant's score will be reassessed using only their circumstances.

Change of circumstances

Applicants that have submitted an Expression of Interest and are on the waiting list must inform the Combined Authority of any changes in circumstance affecting their eligibility for £100K Homes.

Applicants that have submitted a full application must promptly inform the Combined Authority of any change in circumstances affecting their eligibility for £100K Homes or their point score. This includes: changes to income, changes in employment, change in key worker or retiring armed forces status, changes in residence, and changes in close family residence where this has constituted part of the application.

Cancelling an application

Applicants may cancel their application at any time, up until they accept the offer to purchase a £100K Home. In order to cancel an application and have all details removed from the Combined Authority's records please contact the £100K Homes team via email, telephone or post:

- Email: admin@100khomes.co.uk
- Telephone: 01480 277180

- Postal address: £100K Homes team, Cambridgeshire & Peterborough Combined Authority, 72 Market Street, Ely, CB7 4LS

Please note that once an application is cancelled, it will not be possible to reinstate the original application date should the application be resubmitted.

Making an offer

When a £100K Home becomes available, the waiting list will be notified and all those who have a local connection to the relevant City/ Town/ Parish or live in one of the prescribed neighbouring settlements will be invited to submit a full application. Applicants will be made aware of the deadline to submit full applications.

Once the deadline to submit full applications has passed, all applicants will be allocated a point score and a shortlist of the top scoring applicants will be produced. Where applicants have equal points then date of Expression of Interest will be used to assign priority. Applicants will be notified if they are on the shortlist and of their position on that list, and will be invited to view the property/ properties as soon as it is practical to do so.

The applicant with the highest point score will be given the first opportunity to accept the offer of a £100K Home. If they are unable or unwilling to go ahead with the purchase within a given timeframe, the home will be offered to the household with the second highest score, then the third, and so forth.

Evidence

At the point of shortlisting, applicants will be required to provide evidence for their eligibility and all of the local connections criteria for which they are receiving points. Where evidence cannot be produced, it may be necessary to reduce the applicant's point score accordingly.

Illustrative examples of evidence that may be required:

- Payslips, or annual tax return if self-employed
- Previous tenancy agreement, utility bills or other evidence of residency for both the applicant and any family member residency that the applicant is relying on for their point score
- Copies of bank statements
- Discharge certificate from Armed Forces
- We may undertake a credit check to verify the details you have provided

Accepting an offer

Once an offer is made to an applicant for the purchase of a £100K Home the applicant will be responsible for securing a mortgage and appointing solicitors to undertake the conveyancing process. The Combined Authority will specify the timescale in which this should be completed before the £100K Home is offered to the next applicant on the waiting list.

It is important to note that an offer of a £100K Home does not constitute any kind of contract or guarantee as to the sale.

The Combined Authority cannot provide any sort of advice or guarantee with regards to securing a mortgage. Many things can affect an applicant's ability to secure a mortgage, such as a poor credit history or insufficient deposit.

Withdrawal of offers

In exceptional circumstances, the Combined Authority may withdraw an offer:

- There has been a change in the applicant's circumstances which deems them not eligible
- The applicant is unable to provide evidence to support their application
- The applicant has submitted incorrect, false or misleading information and this has a material effect on their eligibility or point score
- Where an error has been made in the advertising criteria.

Non-eligible applicants

Applicants (including anyone intending to live with the applicant) will not normally be eligible if any of the following apply:

- a) A previously owned home has been repossessed by their mortgagor, unless the mortgage has been fully redeemed, or a payment plan in place
- b) The applicant is currently in rent arrears
- c) They have been declared bankrupt within the last 6 years
- d) The applicant has been evicted on the grounds of anti-social behaviour within the last 6 years, unless the applicant is able to provide a satisfactory landlord reference to mitigate this

Applicants must be at least 18 years of age.

Overcrowding

The Combined Authority will not allocate a £100K Home if to do so would cause overcrowding. £100K Homes are one-bedroom properties so this means successful applicants would be either single adults or couples.

Case specific guidance

Partial home ownership

Where an applicant partially owns a home with others that are not part of their household (due to inheriting part of the property or any other reason) they will not be eligible to purchase a £100K Home.

Staying contact with children

We will consider applicants that have staying contact with children where the children do not live with the applicant for the majority of the time (less than 50% of the time).

High-risk offenders

In the case of high-risk offenders, the Combined Authority will liaise with the National Probation Service and the MAPPA (Multi-agency Public Protection Arrangements) co-ordinator to assess the application to manage the associated risks.

Allocations to staff, family members of staff and elected members

Members of staff, their close family and elected members who wish to apply for a £100K Home may do so in the same way as other applicants. Their status should be disclosed on the application form at the time of applying. Before an applicant who is a member of staff, their direct family or an elected member is made an offer, approval will be sought from the Housing Director.

Allocations for a subsequent £100K Home sale

When selling a £100K Home the process is slightly different than a standard sale. The owner will be required to have the property valued by a RICS surveyor. The sale price will then be set to reflect the same percentage discount on market value that the £100,000 purchase price originally reflected.

The Combined Authority will keep an active waiting list of potential purchasers. Once the current owner has notified the Combined Authority and undertaken the RICS valuation, the Combined Authority will have a set period of time to nominate the subsequent purchaser, using this Allocations Policy.

In the unlikely event that the Combined Authority is unable to nominate a buyer within the given time period, the owner will be able to market the home more widely. However, the sale price will remain the same and will not defer to the open market value.

Changes to the Allocations Policy

The Combined Authority will monitor the operation of and review this policy regularly to ensure it meets its stated objectives.

Data protection

The Combined Authority complies with the General Data Protection Regulations (GDPR) and a link to its Data Protection Policy is available [here](#).

Decision reviews and complaints

In the first instance, assessment of applications and allocation of points will be carried out by Combined Authority officers.

Once a fully completed application form has been received the Community Housing Programme Administrator will assess the form against the criteria set out this Allocations Policy. A decision will be made by the Community Housing Programme Administrator and an allocation awarded to the person/persons who score the highest points. Where there are equal points scored, the successful applicant will be the applicant that submitted their application form first.

In the event that an applicant is not satisfied with the decision made by the Community Housing Programme Administrator then a Stage 1 review will be carried out by a more senior Officer, in this instance it will be the Community Housing Programme Manager. The applicant will need to demonstrate with evidence, which will be request at the point of review, where the dispute arises.

If there is further dispute on the Stage 1 review, the Community Housing Programme Manager will refer the matter to a Constituent Council of the Combined Authority for Independent Review. The Combined Authority shall ensure that all information necessary to reach a decision is provided to the Constituent Council.

EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

Name of Policy:	£100K Homes Allocations Policy
Lead Officer (responsible for assessment):	Emma Grima
Department:	Housing
Others Involved in the Assessment (i.e. peer review, external challenge):	
Date Initial Screening Completed:	06/08/2020

- (a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The £100K Homes Allocations Policy will set out a clear and robust process for the allocation of £100K Homes in Cambridgeshire & Peterborough. It will ensure homes are allocated to people with strong local connections that cannot afford to buy a home on the open market.

- (b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The main beneficiaries will be those people allocated a £100K Home.

- (c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

This assessment has been informed by Expressions of Interest received, feedback from the Cambridgeshire, Peterborough and West Suffolk Housing Board, and other examples of local connection Allocations Policies.

- (d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity
Gender
Disability

No
No
No

Age
Religion or Belief
Sexual Orientation

No
No
No

**Gender Reassignment
Pregnancy & Maternity**

No
No

**Marriage & Civil Partnership
Caring Responsibilities**

No
Yes

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The Allocations Policy is designed to prioritise those with strong local connections, and allocated points to those that have close family members living in the relevant area. This may have a positive impact for those with caring responsibilities to family members.

(e) Does the policy affect service users or the wider community?

NO

(f) Does the policy have a significant effect on how services are delivered?

N/A

(g) Will it have a significant effect on how other organisations operate?

NO

(h) Does it involve a significant commitment of resources?

NO

(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?

NO

The proposed policy does not negatively impact different groups in the community, on the grounds of any of the protected characteristics.



HOUSING AND COMMUNITIES COMMITTEE	AGENDA ITEM No: 2.3
14 SEPTEMBER 2020	PUBLIC REPORT

HOUSING MEDIUM TERM FINANCIAL PLAN REVIEW

1.0 PURPOSE

- 1.1. This report presents the current Housing Committee related projects in the Combined Authority's 2020-24 Medium Term Financial Plan. The Committee are invited to review and provide feedback on the projects to feed into the development of the 2021-25 Medium Term Financial Plan.

<u>DECISION REQUIRED</u>	
Lead Member:	Councillor Boden
Lead Officer:	Jon Alsop – Section 73 Chief Finance Officer
Forward Plan Ref: N/A	Key Decision: No
The Housing and Communities Committee is recommended to: (a) Note the current Medium-Term Financial Plan and consider whether there are any recommendations they wish to make to the Combined Authority Board in November.	Voting arrangements Simple majority of all Members

2.0 BACKGROUND

- 2.1. At its November meeting the Combined Authority Board will be presented with a draft budget for 2021-22 and a Medium-Term Financial Plan (MTFP) to the end of 2024-25 to approve for consultation with the public and key stakeholders.

- 2.2. This draft budget is the result of work in the proceeding 8 weeks between Officers and Leaders to ensure that it is fit for purpose, affordable, and enables the Combined Authority to deliver on its strategic objectives.
- 2.3. The Constitution states that the Executive Committee may make recommendations to the Combined Authority Board on projects to be included in the Business Plan and MTFP.
As such, the Executive Committees are being asked to review the current MTFP and provide feedback and direction to shape the projects which will be considered in the work to develop the draft budget in the coming weeks. The Skills committee's sections of the MTFP are presented in Appendix 1.
- 2.4. Approved project costs have been committed by the Combined Authority Board for use on the current phase of a project.
Subject to approval costs have been nominally allocated to ensure there are sufficient funds available to continue with a project's development, but use of these funds is dependent on the completion of the current phase and subsequent approval by the Combined Authority Board.
Both approved and subject to approved costs are affordable within the Combined Authority's current resources.
- 2.5. The Committee are invited to review the current MTFP and consider whether there are any recommendations they wish to feed into the budget setting process.

3.0 FINANCIAL IMPLICATIONS

- 3.1. There are no direct financial implications.

4.0 LEGAL IMPLICATIONS

- 4.1 The recommendations accord with CPCA's Constitution (September 2019) and powers under Part 4 Article 11 of the Cambridgeshire and Peterborough Combined Authority Order 2017 (SI 2017/251).
- 4.2 The meeting shall be conducted in accordance with Parts 2 and 3 of the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.

5.0 SIGNIFICANT IMPLICATIONS

- 5.1 There are no significant implications

6.0 APPENDICES

6.1 Appendix 1 – 2020-2024 Housing Medium Term Financial Plan

<u>Source Documents</u>	<u>Location</u>
None	

Appendix 1 – 2020-2024 Housing Medium Term Financial Plan

Revenue MTFP	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £000's
CLT / £100k Housing	83.4	-	-	-
Garden Villages				
Approved Project Costs	696.2	-	-	-
Subject to Approval	3,000.0	-	-	-
Total Housing Approved Budgets	779.6	0.0	0.0	0.0
Total Housing Projects Subject to Approval	3,000.0	0.0	0.0	0.0

Capital MTFP	2020/21 £000's	2021/22 £000's	2022/23 £000's	2023/24 £000's
Cambridge City Housing Programme				
Approved Project Costs	21,678.9	7,300.1	-	-
Affordable Housing Grant Programme (£60m)				
Approved Project Costs	17,999.5	19,236.0	6,759.6	11,714.3
Housing Investment Fund (£40m original grant)				
Approved Project Costs	5,677.1	-	-	-
Recycled Housing Funds (£40m recycled)				
Approved Project Costs	3,670.0	7,192.2	1,177.7	
Total Housing Approved Capital Projects	49,025.5	33,728.4	7,937.3	11,714.3
Total Housing Project Costs Subject to Approval	-	-	-	-

