

**Minutes of Homes West Partnership Meeting (RSL Partners)
held on Monday 26 February 2007
at Knightstone HA, Lawrence Court offices, 9.30 am**

ACTION

I. Welcome and Introductions

I. Present

Mike Day (MD)	Arcadia Housing Group (Chair)
James Gibson(JG)	Sovereign Housing Group
Phil Stephens (PS)	Sovereign Housing Group
Stephen Lodge (SL)	Aster Group
Leslie Barakchizadeh (LB)	Aster Group
Mike Grist (MG)	Somer Housing Group
Caroline Read (CR)	Knightstone Housing Association (minutes)

2. Apologies

2.1 None.

3. New Growth Points Funding

3.1 MD reported that there has been no news yet from the GOSW to our detailed application for funding. MD will follow up with Simon Birch (who is currently on annual leave).

MD

3.2 The options in terms of suitable sites were discussed. It was agreed that in order of priority we should acquire sites 1) where all Partners have a slice of the action i.e. new sites over 100 units, 2) New sites where one or more HW partners were involved 3) off the shelf purchases. It was also agreed that land acquisition would need to be completed by 31 March 2008 and to monitor progress with a view to taking a decision with regard to option 2 or 3 by the end of September.

3.3 PS agreed to draft a letter to the four Local Authorities, on Homes West headed paper setting out our preference for developing a local authority owned site, and will e-mail the draft to the RSL partners for comment prior to sending.

PS

4. Savills Land Agent Tender

4.1 MG reported that Savills' report includes that they will require a retainer on a sliding scale and that they would source 50+ unit sites.

4.2 Following discussion it was agreed that MG would go back to Savills with the following proposals:

MG

- The site threshold to be increased to 100+ unit sites.

- The sliding scale is amended to 750 for 100-200 units and 500 for 200+ units.
 - The retainer to be renegotiated (MG to bear in mind an agreed maximum fee).
 - The agreement with Savills to be reviewed after 12 months. **MG**
 - A detailed schedule of services (to be drawn up by MG).
- 4.3 If Savills agree to the above proposals and the terms are clearly set out, it was agreed that MG would arrange for the RSL partners to meet with them on 2 April, 12.30 pm at KHA Lawrence Court offices (prior to the April Homes West Partnership meeting, which is to be held at KHA Station Road offices). **MG**
- 5. New arrangements for BHP partners**
- 5.1 The 'New arrangements for BHP partners' report produced by Tim Southall was discussed and it was agreed that a number of points need to be clarified.
- 5.2 SL agreed to draft a letter to Tim Southall expressing that the report was viewed positively by the HW Partners, but that they would appreciate clarity on the certain points. SL will e-mail the draft letter to the HW Partners for comment. **SL**
- 5.3 Enabling Targets 2007/8 and 2008/9 Action Plan – LB reported that in an e-mail from Tim Southall which accompanied the Action Plan he wanted to make a plea that we all jointly own the annual target of 400 affordable homes and recognise the importance of its delivery each year. To this end he would be grateful if BHP members reviewed their current systems to ensure that when they request completed returns each quarter on progress to key stages that time and care is taken to promptly and correctly complete the form with latest information. **ALL**
- 5.4 JG (current Chair of BHP Development Partnership) confirmed he will standing for Chair again at the election on 10 April. **JG**
- 6.0 Annual Reviews – proposed framework**
- 6.1 CR to clarify with Karen Ross how the reviews are to be carried out, i.e. each LA review each HW individual RSL partner (8 reviews) or each LA to review the HW RSLs jointly (4 reviews). **CR**
- 6.2 The Partners discussed the Annual Review framework produced by Karen Ross and generally were happy with the proposed framework. Minor comments were as follows:
- 6.2.1 Section 1 – Value for Money – need to ensure willingness to contribute RCGF/subsidy is in context with LAs understanding of the schemes.

- 6.2.2 Section 1 – Affordability – transfer costs/nominations to local partners could potentially be an issue.
- 6.3 MD to feedback to Karen Ross the outcome of discussion. **MD**
- 7. Feedback on presentation to West of England Housing Group**
- 7.1 MD thanked everyone for their contributions towards the Homes West presentation ‘Building an Innovative Approach’ that he and Richard Kitson gave to the West of England Housing Officers Group on 12 December 2006.
- 7.2 MD reported that he was disappointed that the discussion that followed the presentation did not include strategic issues in terms of delivering more affordable housing but were more about details of tenant involvement in design and other design issues.
- 8. Homes West Action Plan**
- 8.1 The Homes West Action Plan set out in May 2006 had been drawn up to address the four key areas that Homes West are in business for and is predominantly aimed at the RSL Partners. The Partners agreed that the Action Plan needed to be revised for 2007/08.
- 8.2 The Partners went through each section of the Action Plan. MD to update the Action Plan as discussed and will circulate to all Partners for comment. **MD**
- 9. Minutes of meeting held 4 December 2006**
- 9.1 (3.9) There was general concern that no-one had yet had sight of Geoff Fox’s revised consultation paper on Affordable Home Ownership.
- 9.2 (5.3) SL reported that the matrix was on the Agenda at the South Glos meeting. This item to be put on the Agenda for the joint April meeting. **MD**
- 9.3 (6.3) Annual Reviews – to be put on the Agenda for the joint April meeting. **MD**
- 9.4 (7.3) The Sites Monitor was discussed as part of the Action Plan.
- 9.5 (8.1) MG apologised that David Moynihan had been given the incorrect information when he reported that Savills would be appointed by Christmas (2006).

10. Any other business

- 10.1 LB reported that the Development team at Aster has been restructured. SL has been promoted to Programme Management Director (across the Group) and will continue to report to LB. Tony Quigley is now Partnerships Director and will focus on new business and partnerships in general. Bill Annis will now report to Tony Quigley. Aster will also be recruiting for various additional posts across the board.
- 10.2 MG highlighted the Housing Corporation document 'Unlocking the door – delivering more homes from the comprehensive spending review 2007' and would like to ensure that the enablers are aware of the report and will bring things forward. This to be included as an Agenda item for the joint April meeting. **MD**
- 10.3 MD reported that following Arcadia's recent Housing Corporation Asset Management Review, Arcadia is to be given amber lights for Management and Viability and will not therefore be a Lead Investment Partner for the 2008-10 bidding round. The Housing Corporation has concerns particularly about Arcadia's approach to disposals though they are very happy with Knightstone's development performance and have emphasised that it continues to see Arcadia and Knightstone as a major player in the South West. Arcadia have appointed Savills to work with them to put together an action plan to address the concerns raised by the Housing Corporation and a revised business plan.
- 10.3.1 MD reported that LAs have been informed.

Dates of next meetings:

2 April 2007	KHA, Station Road offices	RSLs/LAs
4 June 2007	KHA, Station Road offices	RSLs
30 July 2007	KHA, Station Road offices	RSLs/LAs
1 October 2007	KHA, Station Road offices	RSLs
3 December 2007	KHA, Station Road offices	RSLs/LAs

Enabling Managers meetings to be held at 10.00 am on the morning of the joint RSLs/LAs Homes West meetings:

2 April 2007	KHA, Station Road offices
30 July 2007	KHA, Station Road offices
3 December 2007	KHA, Station Road offices