



Corporate and Housing Services

**Housing Need and Demand
Assessment Working Group
Minutes**

2015

Housing Need and Demand Assessment Working Group
Suite 4, The Forum
Thursday 5th March 2015

Present

Karen Strang (Chair)	Strategy and Development team Falkirk Council
Joan MacLellan (Minute)	Strategy and Development team Falkirk Council
Jenny Boag	Corporate Services
Colin Hemfrey	Development Services
Catherine Devlin	Development Services

1. Local Development Plan

- 1.1 CH advised that the Council received the report from the Reporter yesterday, four months late. The bulk of the report has been accepted by the Reporter. There are 3 sites that have been taken out and they include Duke St, New Mains Road and Wood St. The main issues seem to be open space near these sites.

Post Meeting note: Joan advised Paul McLay about the Duke St site being removed from the LDP.

- 1.2 CD advised that the Reporter has accepted that Falkirk has an effective land supply. The LDP will go to Council in May for approval and will hopefully be adopted in June when sent to Scottish Government. There will be a meeting arranged with councillors soon to brief them on this.
- 1.3 The Reporter did not have an issue with the Whitecross site. One of the developers had gone into administration but the administrator is keen for development to go ahead. The draft Section 75 agreement is still awaiting Callendar Estate to sign it. The agreement specifies the affordable housing contribution and states that it will be delivered in the second stage as previously agreed with Paul McLay several years ago.
- 1.4 CH advised that the next Main Issues Report will be published in September 2016 but the LDP itself will not be adopted until late 2019. The base data will be decided by September 2016. The best timescale for planning with regards the new LHS is the proposed Plan. KS to inform senior managers of this.

Post meeting note

KS e-mailed Kenny Gillespie 5/3/15

CH e-mailed KS on 5/3/15 to advise

Colin LDP timescales are now as follows;

Publish Main Issues Report (MiR)

Publish Proposed Plan

Adopt Local Development Plan (LDP2)

September 2016

November 2017

January 2020

2. Shelter Research

- 2.1 JM advised that she attended the LHS Scottish Housing Best Value Network Forum where Shelter and Sheffield Hallam university came along to discuss the research they are undertaking on housing need in Scotland.
- 2.2 They intend to review all the HNDAs in Scotland, provide a Scottish assessment of total affordable housing need based on their perception of consistent use of data and method. They will then draw out policy and funding implications for housing supply for the immediate spending review period and more generally for a 10 year period.
- 2.3 At the moment the research team are reviewing the HNDAs but they will also interview key stakeholders.
- 2.4 The work is hoped to be completed by the end of May 2015. It was agreed at the meeting that LAs should get back to the SHBVN with any concerns they have about the research and how it will be used.

If JB, CD and CH to consider and pass any concerns they may have to JM so she can include in Falkirk's feedback to the SHBVN. If this could be done by Friday 13th this would be appreciated.

**CH/JB/
CD**

3. HNDA Project Plan

- 3.1 KS distributed the HNDA project plan and asked that everyone have a read through it and come back with any comments.
- 3.2 JM advised that she would need to update it timescales when agreed.

**CH/JB/
CD**

JM

4. Work Completed so far

- 4.1 The Housing Market Refresh and Key Market Drivers papers were distributed prior to the meeting.
- 4.2 The Housing Market Refresh paper indicated that Falkirk Council area remains as self-containment housing market area with 6 sub areas as set out in the last HNDA (Bo'ness, Grangemouth, Denny/ Bonnybridge, Falkirk, Larbert/ Stenhousemuir/ Rural North and Polmont Rural South.)
- 4.3 All present were in agreement with the findings set out above.
- 4.4 It was agreed that all present would consider in detail both papers and forward comments to JM. The papers would then be circulated to the next meeting for discussion and approval.
- 4.4 JB advised that she had a query regarding the 37 sales in Grangemouth as she did not think there had been as many completions in Grangemouth. She believed that the number of sales in Falkirk and Stenhousemuir also seem small. There also seems to be some sales for Bo'ness missing. JB advised that she has an issue with the data from the datapack as in the past some flats had been missed out.

**CH/
CD/ JB
JM**

4.5 KS advised that page 49 of the Key Market Drivers paper was the most important and to come back with and comments on that page before the next meeting. **CH/
CD/ JB**

5. Stock Paper

5.1 Joan advised that she has been working on pulling together the tables for this paper. There have been issues with downloading the census data. JM arranged to meet JB to look at SASPAC so that this can be used for getting census stock information and aggregating the information into the six housing market areas. **JM/ JB**

6. Specialist Housing

6.1 KS distributed the plan for the specialist housing section in the HNDA which shows the hyperlinks to work already undertaken. Information from the census will be crucial for this section. KS will discuss with JM once they have met. **KS**

7. Next Meeting

7.1 The next meeting will take place at 10am on Tuesday 21st April in Suite 4 at the Forum. The Strategic Housing Group will take place on the Thursday of that week in the afternoon.

7.2 The two papers on Housing Market Refresh and Key Market Drivers will be discussed again as will the stock paper and the outline for the specialist housing section. Any further information obtained on the National Housing Research will also be discussed at the meeting. JM to put on the agenda. **JM**

7.3 CD asked that a project plan is produced for the next meeting with timescales. It was agreed for the next Strategic Housing Group meeting that a paper would be produced with a brief summary of the headline facts. **KS/ JM**

Housing Need and Demand Assessment Working Group

Suite 4, The Forum

Tuesday 21st April 2015

Present

Joan MacLellan (Chair, Minute)	Strategy and Development team Falkirk Council
Jenny Boag	Corporate Services
Colin Hemfrey	Development Services
Catherine Devlin	Development Services

Apologies

Karen Strang	Strategy and Development team Falkirk Council
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1. Local Development Plan

- 1.1 Colin advised that they received the report from the Reporter on the 8th March. The Housing report has been endorsed and they don't have any issues with the land supply. All sites are seen as effective. The council new build site at Duke street has been taken out of the plan as a housing site and allocated as open space. The architect has applied for planning permission in principle.

The LDP will now go to Full Council on 13th May and it will then be sent to the Scottish Government. The administration and opposition have been briefed.

There is a potential for judicial review as developers in Maddiston/Whitecross have an issue with a specific part of the plan. A judicial review can only be undertaken on the decision making process.

2. Completed HNDA papers

2.1 Housing Market Refresh Paper

A discussion took place on new build sales. Joan asked that Catherine send her a list of her completions.

Joan indicated that the Scottish Government advise the use of the LHS data pack in the guidance. This was also used in the last HNDA therefore in order to ensure consistency and to follow the guidance it is being used in the current HNDA.

Catherine advised that she felt the pie charts in the report made the information difficult to read. This may be because both totals and percentages are included and some of the sections of the pie chart are very small.

Catherine advised that when the housing market areas is talked about it, it needs to be made clear whether this is the housing sub market areas or another housing market area. This needs to be consistent throughout the paper.

Key Market Drivers

Joan advised that she had removed the CACI data from the report as the license the Scottish Government had with CACI has expired. The guidance asks that the Glen Bramley report on small income data is used which is based on 2008 data. Colin suggested that there needs to be an explanation at the start of this section as to why this data is being used.

Catherine advised that the LDP is a 20 year period and the current population projections only go to 2037. Jenny advised that she would do what she did in the previous HNDA and extrapolate this for an additional two years.

It was agreed that there is a need to state that the principle population and household projections have been accepted by the Council. Catherine advised that the household figures are a lot less which may mean that developers will not be happy. Developers would need to tell us why they would want to use as new projections figure.

All information discussed at this group is reported to the Strategic Housing group which has attendance from a wide variety of groups including Homes for Scotland.

Updated Project Plan

Joan distributed the project plan

Stock Paper

Joan advised that she now has all the data required for this section and the text is now being added. There have been issues with getting SASPAC installed on her computer and IT have decided that they now need to take all the programs off her computer and re-install them all as well as SASPAC. Hopefully this will mean that she will be able to get stock data from the census by housing market area using SASPAC.

Specialist Housing Paper

Rita, Kirsty and Karen have been working on this paper and have collated a lot of the data they require. The text for this chapter is now in the process of being written up and will be discussed with Liz Sargent in Social Work.

National Research

Joan advised that Sheffield University have been in contact with Joan and Karen. The researcher was interesting in the following:

- Main challenges producing Falkirk's HNDA
- Views on the guidance
- Aspects of the current HNDA process and guidance that work particularly well in Falkirk?

Date of Next meeting

The next meeting will take place on 16th June at the Forum.

Housing Need and Demand Assessment Working Group

Suite 4, The Forum

Tuesday 16th June 2015

Present

Karen Strang (Chair)	Neighbourhood Services
Joan MacLellan (Minute)	Neighbourhood Services
Jenny Boag	Corporate Services
Colin Hemfrey	Development Services
Catherine Devlin	Development Services

1. Local Development Plan

1.1 Colin advised that the LDP is with Scottish Ministers. The Council has agreed to all the recommendations. The plan was submitted on the 22nd May and Ministers have 28 days which means it is due on Friday 19th June. Unsure as to what the procedure is for letting the Council know about the outcome of the LDP. It is hoped the Scottish Government will email the Council and the plan can be adopted.

2. Housing Market Refresh and Key Market Drivers Papers.

2.1 Joan advised that these papers have been updated with the changes the group had suggested. Joan will re-distribute them again so that the group can sign them off.

3. Stock Paper

3.1 Joan advised that this paper is nearly complete. There are gaps with regards the condition of private rented accommodation as the Scottish House Conditions Survey was used as the main data source for this section but the sample was so small for the private rented sector that no data is available.

3.2 The All Tenure House Conditions Survey which was undertaken in 2009 can also be used to supplement along with local information from the private sector team.

3.3 Jenny advised that she has a list of addresses of new build properties since the 1980s. If the private sector team have a list of registered private rented properties from the last HNDA and at the present time a comparison could be made to identify the properties that have been registered since the last HNDA. Jenny could compare this list to her new build list to see when the property was built and if it comes from her list the condition will be relatively good.

Post Meeting Note: Joan has pulled together a spreadsheet that shows the private sector rented properties used within the all tenure database for the All tenure House Conditions Survey which were taken from the landlord registration database and also properties that are registered on the database as of now.

- 3.4 There is also a gap in the paper with regards Below Tolerable Standard (BTS) housing. Joan advised she had asked Environmental Health for data on this and had been told this information is not collected. A colleague has since asked another person in that team for the same information and they are going to see what they can pull from their systems.

4. Specialist Housing Provision

- 4.1 Karen advised that she has training tomorrow in Glasgow on Health and Social Care Integration: Strategic Housing Planning master class. A tool is going to be unveiled tomorrow which can be used for the specialist housing part of the HNDA. Gillian Young from Newhaven Research has designed the tool.

5. HNDA Tool

- 5.1 Karen advised that when using the Tool there are different scenarios that have to be chosen and agreed by the Strategic Housing Group. Karen advised that we will look at the different scenarios that need to be picked at this meeting and meet up at the end of July to discuss the scenarios again. In the time between this meeting and the next meeting in July, the group need to identify which scenarios best bit the Falkirk area. The HNDA guidance suggests that a range of scenarios are chosen.
- 5.2 The first step in the Tool is to choose the household projection. Jenny advised that 2012 principle projections should be chosen.
- 5.3 Joan advised that the next section in the Tool looks at existing housing need. The Tool uses Homelessness and Temporary Accommodation Pressure (HaTAP) method as the default approach to assessing existing need for new affordable housing. The three completed HNDAs have not used this method as they feel the Tools exclusive focus on homelessness doesn't fully reflect existing housing need.
- 5.4 Joan advised that Clyde Valley have used the number of "Live" homeless cases from the HL1 on 31st march averaged over a three year period along with the number of overcrowded and concealed households. Tayplan and Sesplan have used the methodology from the 2008 guidance.
- 5.5 Joan advised that there are issues with the HL1 data for Falkirk with regards the number of "Live" cases. There are over 1600 "Live" cases mainly because cases have not been closed off which means many of these homeless applicants will probably have been housed but poor housekeeping means they are still shown as "Live" on the homeless system. For this section the Council's waiting list will need to be used which shows around 270 homeless applicants. An explanation will have to be provided to explain why the HL1 figures have not been used.
- 5.6 It was agreed that the number of homeless applicants on the waiting list as at 31st March and averaged over the last three years. Also to be included in this calculation is the number of concealed and overcrowded households.
- 5.7 The default setting within the Tool to clear existing need is 5 years but it was agreed

to change this to 10 years in line with the previous HNDA.

- 5.8 Karen advised that the next scenario to choose within the Tool is income growth and distribution. Jenny advised that the Glen Bramley data has not been updated but he did say that nothing much had changed when he did some work for the Council in 2012. Jenny advised that she will look at ASHE data to see what the national changes are, as Falkirk should not be significantly different.
- 5.9 Jenny advised that the two probable scenarios for income growth are Flat and Reasonable Growth.
- 5.10 Joan and Karen will look at what other completed HNDA have chosen in terms of their different scenarios and the reasons they have chosen them. They will also check the Tool to see what the percentage increases have been used for different scenarios and where the high end kicks in, in terms of annual income.
- 5.11 In terms of Price and Affordability scenarios Jenny advised that there is a lot of information on house prices and to look at what house prices have done in the last few years. Although the volume of sales went down the prices didn't.
- 5.12 The next meeting of the group will take place on Thursday 30th July. At this meeting the preferred scenarios for the Strategic Housing Group will be decided.

HNDA Working Group

30/7/15

The Forum

Present

Joan Maclellan (chair) Strategy and Development Neighbourhood Services
Karen Strang (minute) Strategy and Development Neighbourhood Services
Colin Hemfrey Development Services
Jenny Boag Corporate Services

The purpose of the meeting was to discuss scenarios to take to the Strategic Housing Group.

1. Existing Need

At the previous meeting it was agreed to use 2012 household projections.

There was a discussion on data sources used by other HNDAs (see attached).

There was a discussion on the use of homeless data. JM recommended the use of the housing register - applicants with homeless priority. This is the data source used by the first HNDA. Although the guidance suggests homeless live cases, this is not suitable for Falkirk due to the high number of unclosed cases. This was the situation from the first HNDA.

There was a discussion on the concealed and overcrowded categories. It was agreed to consider 3 options:

- HaTAP
- The 2008 guidance and as per the first HNDA
- Scottish Government figures supplied for concealed and overcrowded households.

KS emphasised that the guidance at this step was about identifying the need for new additional affordable housing and not the consideration of policy responses.

2. Income growth and distribution

Various options were considered and reference was made to other HNDAs. It was agreed to consider the following:

- Flat and creeping inequality
- Modest increase and creeping inequality
- Flat and flat

3. Prices and affordability

As above, various options were considered and reference was made to other HNDAs. It was agreed to consider the following:

- Office of Budget Responsibility (OBR) estimate 2015
- No real growth
- Flat

4. Rent growth assumptions

As above item 3

5. AOCB

It was agreed that Joan would work on above over the next week and then circulate to the group.

HNDA Working Group
Monday 28th September 2015 10 am
Suite 5 - The Forum Callendar Business Park Falkirk Council

Present

C Hemfrey – Development Services

C Devlin – Development Services

J Boag – Corporate Services

J MacLellan – Housing Services (Chair)

K Strang – Housing Services (Minute)

1. LDP Update

CH advised that the last day for issues to be raised through judicial review was Friday 25th September and as far as he was aware there were none.

CD advised that there had been initial stakeholder meetings in August and further workshops were planned for the end of October. The meetings at the end of October would have a wider agenda covering 5 topics rather than be topic based as in the last LDP.

Workshops are currently on-going with Homes for Scotland and developers, there was a meeting on the 24th and another meeting planned for the 1st.

2. HNDA - Assumptions in the Tool and Results for each of the 3 scenarios

The group discussed the paper that Joan had circulated for the SHG. This provided further information on the 3 scenarios which were agreed by the SHG at their August meeting. The paper set out questions which the SG would be asked to comment on. KS proposed that the paper be circulated to the SG prior to the next meeting and they make comment over the next couple of weeks if they disagree on the assumptions made. Then based on the responses received further information would be taken to the next SG.

CD asked if the raw data from the Tool could be sent to her so she could consider in more detail. JM to forward.

JM

It was agreed that the SG would be asked if they disagreed with the following:

1. As with the last HNDA, it would take 10 years to clear existing need
2. The affordability filter in the tool would not be used
3. The default affordability setting in the tool would be used
4. The tool default on those who could afford to purchase would be used, this was again in line with the last HNDA
5. The tool default re the upper income who could afford to rent would be used
6. The tool default re the lower income to rent threshold would be used
7. The recommendation that Scenario 2 is the preferred Scenario

JB asked if the explanations from the HNDA could also be circulated e.g. flat, modest growth, creeping inequality etc. JM to add to the paper.

JM advised that she is hoping to have a first draft of the affordability section by the end of

October.

There was a discussion on the need for new housing. KS advised her understanding was that this section of the HNDA would set out the need for additional housing. Supply targets set out in the LHS and be based on the HNDA but also consider a policy response to meeting housing need.

3. Specialist Housing Chapter

A summary of the special needs section of the HNDA was circulated prior to the meeting. CD asked if the need for specialist housing would be added to the affordability figures JM had circulated. KS advised no.

There was a discussion on low demand for the existing model of housing with care and high demand for care homes. It is potentially the case that a model (extra care housing) between housing with care 1 (very sheltered) and a care home may be required. However this would require further discussion.

4. AOCB

JB raised the issue of population projections. The NRS had found an issue with the 17-25 population. She advised that this would not be significant for Falkirk as there was not a high student population. NRS will revisit the figures. JB speculated that this may impact on the timing future population and household populations are released.

5. DONM

JM would send out a date for the next meeting

HNDA Working Group
Monday 17th November 2015 10 am
Suite 5 - The Forum Callendar Business Park

Present

C Hemfrey – Development Services

C Devlin – Development Services

J Boag – Corporate Services

J MacLellan – Housing Services (Chair)

K Strang – Housing Services (Minute)

6. LDP Update

CH advised that Planning are nearing the end of the pre MiR consultation. They are now progressing technical appendices, one of which will be housing options. These require to be finished February/ March 2016 as the MiR needs to be completed by June 2016 to go to Executive. Consultation is planned for Autumn 2016. At this stage work is on target. However the HNDA needs to be submitted to the CHMA by the end of the year so any possible revisions can be considered by February 2016 to inform the housing options appendix.

CH advised of the restructuring affecting his service and reminded the meeting that he (June 2016) and another member of the team are taking voluntary severance.

JB updated the working group (WG) on population and household projections. She advised that the Scottish 2014 based population projections have just been issued. This is lower than previous due to a fall in births and increase in deaths, long term migration was down. Recent migration due to world events not included. New population projection are due April to June 2016 with household projections due Autumn 2016. JB advised that the methodology has changed which will make Scottish Government consultation in the New Year more complex. She also advised that work is on-going re small area projections however she is wary of using these, as they are based on past trends and areas with high house building rates are likely to be inflated.

7. HNDA - Chapter 4

JM circulated papers in advance of the meeting – key findings template, scenarios, chapter 4 and information on the affordability tool. There was a discussion on evidence to support scenarios. JB agreed to provide final comment on this over the next few weeks prior to submission to CHMA.

JB

She advised that an e-mail had been received from Loretto indicating that they thought that the backlog should be cleared in 5 years however provided no evidence to support that view point. The WG discussed the rates of house building and resources to provide affordable housing. It was agreed to keep to the decision endorsed at the last meeting of the Strategic Housing Group that 10 years was the preferred option to address the backlog.

Key findings template – side a referred to 2017-22 and side b to 2020-40. JM explained that side a referred to the LHS time period where as side b to the LDP period. CD asked why this approach was taken and how would house supply targets align. She advised that completions are currently around 580 annually. JM advised that this was an approach used by other HNDAs to present information required for the LHS and for the LDP. The WG discussed that supply targets are set at a later date and are informed by the HNDA with no requirement to adopt completely. It was agreed that the

KS/CH

explanation for the approach taken would be set out in the LHS and technical appendices. JB suggested that the information be presented LHS 2017-22 and LDP 2022-40.

Post meeting Note: JM emailed the CHMA on 19/11/15 to ask if they would find it acceptable to have the supply targets presented as LHS 2017-22 and LDP 2022-40.

There was a discussion on the figures - the total additional future units required figure is informed by household projections. This is broken down by tenure in the tool and informed by incomes and house prices. It was agreed to combine the figure for owner occupation and private rent into a private sector target. JM advised that this approach has been taken in other areas.

KS/CH

There was a discussion on why figures for additional units were provided by sub area. KS indicated that this related to the Affordable Housing Policy and the differing percentage by sub area. The sub areas requiring most social rent now are Falkirk, Polmont Rural South, Denny/ Bonnybridge and Larbert Stenhousemuir Rural North. Of these Denny/ Bonnybridge is not at the 25% figure in the AHP. She asked if this could be explored in the new LDP. This will be discussed over the next few months.

8. Specialist Housing Chapter

KS gave an overview chapter 5 of the HNDA specialist housing. She circulated a short summary of the findings from the draft report. This highlighted the following.

Key issues for the LHS are as follows:

- There is a need for specialist housing advice for older people and those with disabilities;
- There is a need to explore housing design and how this can help people with dementia;
- There is a need to explore how training for housing, health and social care staff could assist people with dementia;
- There is an all tenure need for 510 wheelchair units;
- There is a demand for disabled adaptations in 2% of the housing stock around 1,380 units
- There is a need to streamline the process for disabled adaptations;
- It is a potential need for Extra Care Housing;
- There is low demand for the current model of HwC which needs to be revisited;
- To consider the alignment of national and local data in relation to specialist housing.

Key issues for the LDP are as follows

- There is an all tenure need for 510 wheelchair units;
- There is a need to explore housing design and how this can help people with dementia;
- It is a potential need for Extra Care Housing;
- The current planning policy relating to small privately owned gypsy travellers is working well and should remain.

The WG requested that the draft chapter be circulated to ensure evidence from the HNDA in relation to specialist housing and groups such as gypsy travellers could inform the LDP.

KS

9. AOCB

It was agreed to advise the WG when the HNDA was circulated to the CHMA.

10. DONM

To be arranged following feedback from the CHMA.