

Community Housing Strategy - Project Plan

Version 1.1
Updated 08/01/2018

Item	Action	How	Parties involved	Timeline	
Strategic Plan	Strategy update	O & S Report	CH lead, Asset CoP lead, members	January '18	
		Informal member dialogue	CH lead, members	Ongoing	
Implementation	Implementation plan completion	Project management implementation plan	CH lead, Asset CoP lead	February '18	
	Finance	CHF Budget	CH lead, finance	February '18	
	Update / review current project plan	Categorise project delivery types, delivery programmes & project budgets	CH Lead + new role	February '18	
	Project review assessment	Periodic plan review	CH Lead + new role	February '18	
	Review associated policies, functions	Document review, meetings with key functions	CH Lead, housing, DM, Forward planning, Housing,	Jan / Feb '18	
	Cross discipline update (internal team)	Monthly meetings involving housing, planning, infrastructure, finance	CH Lead, housing, planning, assets, finance	Ongoing	
	Strategy update	Council update meeting (six monthly?)	CH lead, Asset CoP lead, members	Ongoing	
	Project update	Formal project meeting update - monthly	CH Lead, new role, community group, external professionals	Ongoing	
Community Liason	Establish community group demand	Agree brief / terms of reference / team involvement	CH Lead, Comms., Devon Communities (consultancy appointment)	January '18	
		Prepare information leaflet - conveying the message	CH Lead, Comms., Housing, Legal	January '18	
		Exec briefing	CH Lead, Asset CoP lead, Exec	January '18	
		Press release	Comms	February '18	
		High level communication responding to press via social media	Comms	February '18	
		Parish Council communication	CH Lead, + new role	February '18	
		Assimilate survey results to establish target communities	New role	March '18	
		Update members	CH Lead	April '18	
		Target receptive communities / community groups	New role	April '18	
		Working with participating communities	Financial contribution @ £3k / community (restricted to interested communities)	Finance, CH Lead + new role	April '18
			Parish council or community group meetings	New role	Spring / Summer '18
			Assist / formalising community group	New role, legal	Ongoing
	Complete housing needs surveys	Devon Communities	Ongoing		
Housing needs assessment	Update needs assessment format	New questions to meet specific requirement for local "intermediate" housing	Devon Communities, Housing team	Jan / Feb '18	
	Implement additional resource	Short term - Devon Communities & build internal resource to undertake role	CH Lead, Asset CoP, HR	Jan / Feb '18	
	Collect housing needs data for participating	As above (community liason)	Devon Communities, Housing team	Ongoing	
	Self build / custom build assessment	Identify need	New role	Ongoing	
Land ownership	Offering to landowners	Standardised format providing flexible offering to landowner offering - equating to £10k / plot to include a) capital sum, b) rental income, c) landowner plot, d) nomination rights, e) landowner investment in rented housing stock	CH Lead + new role	2nd Q '18	
		Targeting landowners with more than one site - estates, charities, dioceses - via existing or new land owner contact, comms	CH Lead, comms	2nd Q '18	
		Targeting landowners with landholdings adjoining communities - point of reference JLP site submissions		2nd Q '18	
		Standardise land option - where SH secures option - preferable arrangement	CH Lead, Legal	Jan / Feb '18	
Assuring affordability in perpetuity	Via S106 & restrictive covenant	Set parameters of restriction - to fit with other policies e.g. self build / custom build	Housing, CH Lead, Legal	Jan / Feb '18	
		Test proposed restriction on mortgageability & mitigation	CH Lead, Housing, consultants	2nd Q '18	
		Explore "safety net" arrangement with institute of mortgage providers	Finance, CH Lead, New Enterprise Lead	2nd Q '18	
Finance	Budget	Complete 3 year budget (detailed for 2018)	CH Lead, Asset CoP, Finance	January '18	
	Procurement process	Agree framework methodology for procurement of external consultants	CH Lead, Asset CoP, Procurement	2nd Q '18	
	Viability for housing mix	Update financial model	CH Lead, Viability Consultant (Plymouth City Council currently engaged)	Ongoing	
		Matrix to measure cross subsidy requirement - variables ... capex, meeting need,	CH Lead, Viability Consultant (Plymouth City Council currently engaged)	2nd Q '18	
	Criteria for allocation of CHF	Confirm matrix for qualifying schemes	CH Lead, HCA	2nd Q '18	
	New CHF application	Participate in prospectus & put forward suitable grant funding proposal or projects	CH Lead, HCA	2nd Q '18	
	Case for SH utilising PWLB funding	Set matrix for managing procurement, risk & profit		As needed	
	Consultancy team	Consultancy selection - architect, topography, hydrology, highways, ecology, engineering (in house), legal (in house)	Recommendation - suitably sized consultants for job	CH Lead, Development Lead,	1st / 2nd Q '18
Framework		Specify framework	CH Lead, Development Lead, Procurement, Asset CoP	1st / 2nd Q '18	
		Tender	CH Lead, Development Lead, Procurement	2nd Q '18	
		Appoint	CH Lead, New Role	Ongoing	
Modular build	Trial modular construction methods	Select potential modular housing providers	CH Lead, Asset CoP, Engineering	1st Q '18	
		Select suitable trial sites	Asset CoP, CHP Lead	2nd Q '18	
		Put in place contractual arrangements	Asset CoP, CHP Lead, Legal	3rd Q '18	