

# **Housing Market Partnership for the administrative areas of Hart, Rushmoor and Surrey Heath**

## **Terms of Reference (Version 3)**

### **Purpose**

1. To ensure the Strategic Housing Land Availability Assessments are robust and credible in that they will deliver the core outputs and follow the process checklist as appended
2. To receive and consider reports from commissioned consultants (where appropriate) and feedback from the wider stakeholder group
3. To share and pool information and intelligence, including relevant contextual intelligence and policy information on housing land availability, housing market and financial data
4. To support core members in the analysis and interpretation of the assessment data
5. To consider the implications of the assessments, including signing off the assessment reports, core outputs and agreeing follow up action
6. To agree a process by which the SHLAA findings can be regularly reviewed

### **Membership**

At its outset, the membership will comprise representatives from the following bodies:

Hart District Council  
Rushmoor Borough Council  
Surrey Heath Borough Council  
Berkeley Homes  
Barton Willmore  
Mitchell and Partners  
Gregory Gray Associates  
Annington Property Ltd  
Barratt Southern Counties  
Mitchell and Partners  
Re-Format Architects  
Sentinel HA  
Accent Peerless  
First Wessex Housing  
Lovell Partnerships  
The Rund Partnership  
Rippon Development Services  
MGA Planning  
Rio Homes and Estates

These are the organisations that attended either the first meeting, the second meeting, or both.

Other key stakeholders<sup>1</sup> can join the partnership should they wish to do so by contacting either Hart District Council, Rushmoor Borough Council, or Surrey Heath Borough Council.

New members will be invited as necessary to ensure that the housing market area is represented with at least one house builder and preferably with other key stakeholders such as local property and planning agents, Registered Social Landlords and key landowners.

### **Declaration of impartiality**

Representation on the partnership does not infer any advantage or preferential treatment to those that have a commercial interest in the development of land within the administrative areas of Hart, Rushmoor and Surrey Heath. The purpose of including house builders and planning / property agents is primarily to provide expertise and knowledge to help the partnership to take a view on the deliverability and developability of sites, and how market conditions may affect economic viability. This is entirely in accordance with CLG guidance as stated at paragraph 12 of 'Strategic Housing Market Assessments Practice Guidance, Department of Communities and Local Government 2007.

Members of the HMP will be expected to indicate where potential conflicts of interest might arise with regard to sites that are being considered and shall take no part in the deliberations concerning such sites.

### **Administrative arrangements**

The meetings will normally rotate between the three Councils with the date of each meeting to be determined at the previous meeting.

The agenda for future meetings should be discussed at meetings of the HMP.

The Council hosting the meeting is responsible for the making the necessary arrangements including finalising and distributing an agenda.

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<sup>1</sup> Key stakeholders includes house builders, social landlords, local property agents, local communities and other agencies, such as English Partnerships where they have a recognised interest in an area (Strategic Housing Land Availability Assessments Practice Guidance, CLG July 2007).

## **Appendix 1**

### **Strategic Housing Land Availability Assessment outputs**

1. A list of sites, cross-referenced to maps showing locations and boundaries of specific sites (and showing broad locations, where necessary)
2. Assessment of the deliverability / developability of each identified site (i.e. in terms of its suitability, availability and achievability) to determine when an identified site is realistically expected to be developed or whether it can be rejected.
3. Potential quantity of housing that could be delivered on each site or within each identified broad location (where necessary) or on windfall sites (where justified)
4. Constraints on the delivery of identified sites
5. Recommendations on how these constraints could be overcome and when

### **Strategic Housing Land Availability Assessment checklist**

1. The survey and Assessment should involve key stakeholders including housebuilders, social landlords, local property agents and local communities.
2. The methods, assumptions, judgements and findings should be discussed and agreed upon throughout the process in an open and transparent way, and explained in the Assessment report. The report should include an explanation as to why particular sites or areas have been excluded from the Assessment.

This statement explains the process the Housing Market Partnership will follow in order to reach a conclusion on issues that emerge during the assessment for which there may appear to be no immediate or satisfactory answer.

The intention is to provide a mechanism that assists the Housing Market Partnership to agree a response or make a decision in a transparent and equitable way.

It is clear from the SHLAA guidance that an Assessment must achieve two purposes:

- 1 - to meet the five core outputs and follow the process checklist (Appendix 1);
- 2 - to put in place a mechanism for ongoing monitoring and regular updating.

Literally speaking any Assessment can never actually be completed as the intention is that it remains a live monitoring tool responsive to market changes. However, the process has to start somewhere and this first Assessment will bring together the baseline information available at this point in time.

The SHLAA guidance refers to the Strategic Housing Market Assessments Practice Guidance<sup>1</sup> for further information on housing market partnership's and their benefits. The SHMA guidance provides the following advice;

'Partnerships should seek to address any concerns raised as part of the process of agreeing the methods to be used, the interpretation of the findings and signing off the assessment report. They may wish to consider using independent mediation should any issues prove particularly contentious. Where partnership are unable to resolve any issues within a reasonable period of time, any outstanding issues should be presented with the findings of the assessment to the independent examination'<sup>2</sup>

In reaching its conclusions the Housing Market Partnership will:

- Take into account the views of all stakeholders
- Consider what is reasonable and essential to do in terms of time constraints and added value to be achieved
- List in a separate report any matters that could not be resolved
- Prepare an action plan which will include any outstanding actions and how the assessment will continue to be updated

<sup>1</sup>Strategic Housing Market Assessments Practice Guidance, Communities and Local Government 2007.

'Strategic Housing Market Assessments Practice Guidance, Communities and Local Government 2007, p10.