



Housing Affordability Forum Meeting

Agenda

Friday, 11 November 2016, 1:15-3:00pm

Beca Office, 32 Harrington Street, Tauranga

1. Apologies	Chair
2. Minutes and Actions (<i>Paper A</i>)	Chair
3. Future of HAF – Bill Wasley discussion paper (<i>Paper B</i>)	Bill Wasley
4. Jo Gravit's report (verbal)	Jo Gravit
5. Update of pilot project	Chair
6. Position Paper response matrix (<i>Paper C</i>)	Karen Summerhays
7. General Business	Forum

Paper A

FORUM	Housing Affordability Forum
DATE & TIME	Friday 14 th October 2016, 1:15-3:00pm
LOCATION	Beca, 32 Harrington Street, Tauranga

Present	Christine Ralph (Beca – Chair), Meagan Holmes (TCC), Megan Rumble (SmartGrowth), Karen Summerhays (SmartGrowth), Peter Malcolm (Closing the Gap), Jo Wills (Sustainability Options), Simone Cuers (TCC), Garry Allis (WBOPDC), Liz Davies (Independent)	
Apologies	Christine Ralph for lateness. Rick Curach (TCC), Karen Marjoribanks (TCC), Jo Gravit (TCHT), Kelvin Clout (TCC), Annie Hill (Priority One), Phillip Martelli (WBOPDC), Riki Nelson (Master Painters BOP), Ian Carter, Margaret Murray- Bengel (WBOPDC) ,	
Previous minutes and matters arising		<p>The minutes of the previous 9 September meeting were accepted as a true and correct record.</p> <p>Previous actions</p> <p>Karen, Annie and Megan work ongoing on HAF website page content.</p> <p>All other previous actions complete.</p>
	Action	<ul style="list-style-type: none"> - Karen and Megan to go through initial reports, past circulated examples of affordable housing internationally. - Karen, Annie, Megan to have another look at website structure and relevant documents for HAF page.
Presentation from Classic Builders (Peter Cooney)		<p>Peter Cooney was present to give an overview of the two areas available to HAF in the Omokoroa SHA. The forum and Peter agreed to having the presentation recorded given the absence of some of the forum members. Karen Summerhays, Christine Ralph and Gary Ellis had met with Peter two weeks ago to discuss advancing the Omokoroa build. Peter circulated booklets to show the various stages and typologies planned for the SHA. Peter covered the sizes of the dwellings Classics are looking at. The typologies show a number of duplex's, two bedroom properties, three bedrooms etc. Peter noted that the challenge is that the land isn't flat until the latter stages.</p>

		<p>Peter confirmed on the basis of the previous conversation (referring to the sloping site and difficulty of gaining 4,000m2 on Stage One of the development) they are looking to allocate 2000sq in stage 2 and 2000sq in stage 5 to the HAF pilot project.</p> <ul style="list-style-type: none"> - Discussion followed around what amenity the SHA offers to off –set the intense development i.e. park/reserve land and walkways. Cycle lanes. It was confirmed cycle lanes are not built into the subdivision area but exist outside. - Discussion was had around the affordability of the Classic development housing and Peter confirmed the price points for the properties are around 420k and 470k. - Discussion was also had around home star ratings of the properties. It was noted how expensive it is going from a 5-star to 6-star accreditation. Peter noted Classics average house comes up to the 5-star rating and his recommendation is don't go to 6 due to the cost. It was noted that these houses are not cheaply built and will stand the test of time. Peter noted that good urban outcomes are most important and Classics are really conscience to expel the impression of cheap homes and will be looking to hold and open day in Omokoroa to showcase this. - D Peter advised they have experimented previously in affordable house builds in Hobsonville. Peter noted that there are so many components that add to the cost of a build (consents, H&S, council paper work). <p>Peter advised that the covenants for the area needs to be set quite soon as people need to know what they are buying in to. It will be the basics but it will be quite specific. Peter noted the need to be transparent around what is going in where including the HAF Pilot Project. Middle of next month Classics hope to have marketing material ready, go to public with open day at the Omokoroa site. Target market is first home buyers – two-year minimum occupancy.</p>
	Action	Jo Wills to circulate the 5-star rating guidelines to the forum.
Update on election of Chairperson		<p>Karen noted that no chair nominations have been received so this will sit in the hands of the SmartGrowth Independent Chair, Bill Wasley. By November we will have a resolution.</p> <p>Christine offered to continue chairing until March 2017 until this is resolved and that assumes that the intended new membership drive commences</p> <p>The group were comfortable with Christine approaching John Henderson to come on board – John is an Architect who runs his own firm. It was also noted it is important to have developer experience on the forum.</p> <p>Karen noted the ½ day workshop around 'The housing we need' in February.</p>

	Action	Megan to circulate Peter Malcolm spreadsheet.
Report back on Maori Housing Conference		<p>Karen Summerhays and Simone Cuers both attended the conference.</p> <p>Karen: really impressed with the local response. BOP really shone as a performer. The JAG process of working with trustees through education process. Model of thinking is excellent. All papers are on the website.</p> <p>Simone: The workshop on the last day was really interesting focussing on six questions around meeting the needs of vulnerable people etc. A really good strategic focus came out of the conference. A lot of gap areas identified.</p>
Pilot Project Update Discussion		<ul style="list-style-type: none"> - Discussion around Omokoroa stage 2's availability - looking at summer season 17/18. - Two definite sites in Omokoroa - Stage 2, 2000sq – Stage 5, 2000sq. - One possible site in Opal drive. Still need to get absolute confirmation from TCC around Opal drive. - Can't be moving into an ROI process until March next year – Christine and Jo need to write to panel members. - Need to confirm the agreement between HAF and WBOPDC – Need another draft from Gary Allis . - Need feedback from WBOPDC on the ROI. - Karen to get covenants off Peter Cooney.
	Action	<ul style="list-style-type: none"> - Jo to write to panel re: delay until mid-2017. - Christine to write a resolution on taking up two sites, specifically first site in preparation of Nov meeting. - Karen to get covenants off Peter Cooney.

Meeting ended at 3.00 pm. Next meeting 11 November 2016 1:15-3pm Beca Office, Harrington Street, Tauranga.

Housing Affordability Forum OUTSTANDING ACTIONS 14th October 2016

July	New members drive by all forum members to advise Karen and Christine.
September	Jo W to write to the panel members advising of the delay in October once Omokoroa land timing is known.
September	Next forum meeting: Discuss an 18-month work programme. Including SmartGrowth Advocacy to Central Govt on behalf of HAF. Look at HAF Terms of Reference.

October	Karen and Megan to go through initial reports, past circulated examples of affordable housing internationally.
October	Karen, Annie, Megan to have another look at website structure and relevant documents for HAF page.
October	Jo Wills to circulate the 5-star rating guidelines to the forum post note: actioned 25 October
October	Megan to circulate Peter Malcolm spreadsheet post note: actioned 18 October
October	Christine to write a resolution on taking up two sites, specifically first site in preparation of Nov meeting.
October	Karen to get covenants off Peter Cooney.



To: Housing Affordability Forum
From: Independent Chair
Subject: Discussion Paper: HAF
Date: 6 November 2016
File: 849

1. Background

The Housing Affordability Forum (HAF) one of the 7 SmartGrowth forums, was originally started in 2008 as a Priority One initiative. The terms of reference are attached. Its main focus has been on developing and implementing a pilot project. The current terms of reference have been in place since the 2013 strategy review. It would also be timely to review the ToR if any changes are to be made. This would require consideration by the SGIC, and would need to reference back to the strategy actions, and with the passage of time, considering whether the current actions are currently relevant or require amendment.

2. Current Situation

The forum has been chaired by Christine Ralph who over the years has made a significant commitment to the operation of the forum as well as driving the development of the pilot project. Christine does not wish to carry on as chair and currently the role is vacant.

3. Discussion

Given the above situation, and now that there are a number of SmartGrowth Forums, it is appropriate to consider whether HAF continues in its current form, or are there other ways to deliver on the pilot project.

Options include continuing with HAF, or split out the pilot project to be overseen by a steering/project group; and the HAF tasks such as the affordable housing advocacy role, be allocated to another forum(s).

This paper is proposed to be a basis for discussion at the forum meeting before any further action or changes are undertaken.

Bill Wasley
Independent Chair

Housing Affordability Forum – Terms of Reference

Purpose: The purpose of the Housing Affordability Forum ('the forum') is to provide a mechanism for SmartGrowth to progress initiatives to improve the affordability of housing in the sub-region. The forum will enable direct participation into the implementation, monitoring and review of SmartGrowth, in collaboration with the strategy partners and lead agencies into the range of challenges facing the sub-region in relation to improving the affordability of housing.

Role: The role of the Housing Affordability Forum ('the forum') is as follows:

- Identification of potential strategy actions across the range of key determinants that impact on housing affordability
- Leading the implementation of specific strategy actions as agreed e.g. pilot project
- Raise awareness and educate stakeholders and the general public
- Supporting the delivery of other partner projects relating to housing affordability
- Monitoring of all relevant strategy actions.
- Development of policies by the SmartGrowth Partners relating to housing affordability
- Making representations/submissions to local, regional and national Government in relation to housing affordability

Key Principles: The key principles underpinning the establishment of the Housing Affordability Forum are:

- The provision of sufficient affordable housing to provide for low to medium income residents as well as support the region's future labour force;
- Acceptance that, without intervention, the market will be unable to provide adequate affordable housing; and
- Recognition of the different spatial and cultural needs of residents.

Other SmartGrowth Forums and the SmartGrowth Implementation Management Group (IMG) – Linkages and Reporting:

The Chair of the forum will represent the group on the SmartGrowth Strategic Partners Forum and any other SmartGrowth Forums as required.

The minutes will be provided to the SmartGrowth IMG for information and for action as required. Meeting minutes and reports for each of the SmartGrowth Partner Forums will be available to the other forums.

SmartGrowth Implementation Committee (SGIC) – Linkages and Reporting:

The forum members are able to present to the Implementation Committee at any of the formal meetings with agreement of SGIC Chair and at any agreed workshops, held between SGIC and the forum. Every six months SGIC has a workshop with the individual forums to discuss a range of matters and issues.

The minutes of the forum meetings are provided to SGIC as part of the regular reporting process and any particular issues are drawn out and highlighted in the bi-monthly report presented to SGIC by the Independent Chair, Programme /Implementation Manager and Strategic Adviser.

Information Provision and Feedback:

Relevant draft reports, ideas, submissions, and proposed initiatives are provided to the Forum for discussion and input prior to matters going to SGIC for decision-making. These may be part of a meeting agenda item, or if between meetings, circulated by email to the Forum Chair, for feedback.

Meetings: Attendance and Presentations

The Independent Chair, Programme/Implementation Manager and Strategic Advisor may attend meetings from time to time, provide written reports, advice and seek input on various matters. SGIC members may also be invited to attend the Forum from time to time.

Frequency

The Forum will meet as required, prior to the SGIC meeting to provide information and feedback on specific issues directly relating to Strategy implementation.

Servicing

The Forum will be serviced by SmartGrowth through the Programme/Implementation Manager for matters including venues, agenda circulation, minute-taking and report materials.

Chair

A chair will be appointed by the Forum.

SmartGrowth Forums: Position Paper Response Framework

Report prepared by Cheryl Steiner, Strategic Planning Consultant

Background

SmartGrowth Forums were invited to prepare a position statement to articulate what they believe is important and requires consideration through the Settlement Pattern Review. The SmartGrowth Forum Position Papers were first presented to SGIC at the 20 July 2016 meeting.

At the August 2016 SGIC meeting, a summary of the nine position papers was presented that outlined six themes identified by five or more of the forums. The report stated that *the themes represent what the eight forums and the Bay of Plenty District Health Board collectively believe to be essential ingredients for consideration in the Settlement Pattern Review process*. Further detail and comments are included in each position paper.

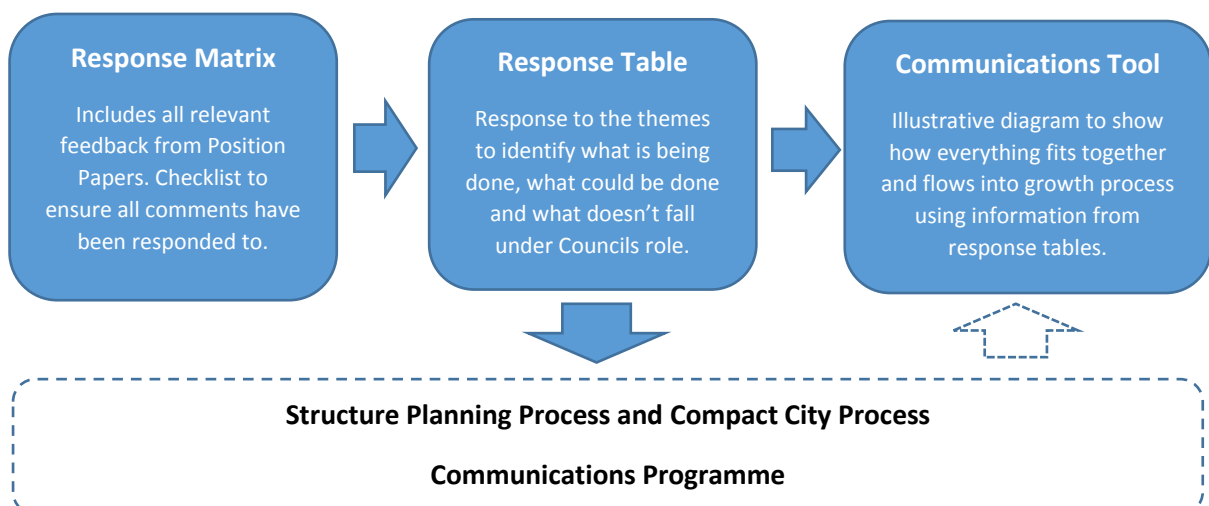
SGIC recommended that the partner councils agree to a number of core decision-making objectives to accompany recommendation on the Settlement Pattern Review process, one of which was providing a response to the SmartGrowth position papers.

Response process

The development and content of the position papers presents an opportunity for SmartGrowth to:

- Provide a written response to matters raised by each of the forums,
- Use this as an avenue to educate and inform forums members on what is currently considered in the growth planning process and what determines the requirements (e.g. strategies, levels of service, guidelines) and
- Identify areas of further work or gaps at a strategy, policy or implementation level.

In recognition of the time spent developing the position papers and the importance of the matters raised, it is intended to develop three pieces of work that together form a response. See diagram below and explanation. As per the SGIC August meeting, running parallel to this work will be commencement of the structure plan processes, compact city process and development of a communications programme that will essentially outline how SmartGrowth and the partner Councils will respond to many of the matters raised in the “community involvement in landuse planning” theme.



The **Response Matrix** is a spreadsheet that includes all relevant points¹ made in the position papers and reference where this has been picked up in the Response Tables. If there are comments made that do not logically fit within the Response Table template this will need to be noted in the Response Matrix with some explanation as to why this is the case. This could be a bit of an iterative process as we go through the information and try to determine where it should sit and what the response should be to try and make sure that the information is as meaningful as possible.

The purpose of the Response Matrix is twofold – to help SmartGrowth make sure that all comments have been responded to, and to help Forums track where their comments have been responded to.

The **Response Table** takes the six themes identified in the August 2016 summary report (plus a further four themes identified as we have undertaken a more detailed assessment of the position papers) and the key components of each theme, and provides a response to the matters raised through three possible categories:

- what is currently considered in growth planning processes and where the direction comes from, along with who has primary responsibility for this and an example of application and investment,
- what has been raised and could be considered further (this could be things that have only recently been considered by Councils and that have the potential to become more integrated into growth planning processes), and
- what currently does not fall under the role of Councils (and who it may fall under if relevant).

The “community involvement in landuse planning” theme is likely to be picked up through the process and communications programme discussions so may not need a template.

An example template is attached for the Active Transport Options and Public Transport theme. Note that this was used to illustrate what information could be provided and to test the template, and will not be the final outcome for this theme as it has not yet been reviewed by Council staff.

Council staff will initially be responsible for filling out the relevant information. The opportunity for other key stakeholders to add to this could occur as we start to build up the information.

Response Templates have been developed for the following themes:

- Community Involvement
- Urban Design
- Social Infrastructure
- Compact Urban Form
- Housing
- Active Transport
- Growth Planning
- Environmental Sustainability
- Community
- Culture and Heritage

¹ The papers generally followed a standard template so for the purpose of this exercise ‘relevant’ means all of the points that fit under the headings that require some type of action and include information under the following headings - critical factors, position statements and specific outcomes sought.

What this information does is educate and inform on what is already in place, and therefore what will need to be (or has started to be) applied to the relevant stages of the four integrated urban growth projects – Tauranga Compact City, Te Tumu, Keenan Road and Tauriko West. It also provides a basis for further consideration of some matters and provides a starting point for a discussion on matters that do not currently fall under Council responsibility but might have the potential to in the future (likely to be subject to political discussion), or matters that are not currently a consideration in the Settlement Pattern Review process.

The **Communications Tool** is intended to provide a visual and summarised illustration of the responses provided in the Response Table. This could be used by the Forums and by Councils to show what is considered and how this has been applied to growth areas planning processes. It has the potential to be developed as a live tool or visual checklist that can be updated to show progress against the four integrated urban growth projects, and others as they come about.

[Progress update \(as at 26 October 2016\)](#)

- The proposed approach was discussed at the October 2016 IMG meeting.
- The Response Tables for the initial six themes have been circulated to partner Councils to populate.
- Four additional Response Tables have been developed and will be sent out to partner Councils this week.
- The Response Matrix has started to be developed by SmartGrowth staff.
- SmartGrowth are working through the process, format and timeframes for reporting this information back to the Forums and back to SGIC and partner Councils.

Note that it may be that additional information is required to assist in explaining the response, for example a glossary and hierarchy of document types to better explain how direction is determined and extent of influence it has on the outcomes. This will be developed as required to assist in the report back process.

Active Transport Options and Public Transport The importance of creating healthy urban environments that reduce the need for private vehicles and increase cycling and walking opportunities was frequently identified in position statements as critical for successful community building.	1.				2.	3.
	What is currently considered in the growth planning process				What could be considered further	What currently does not fall under the role of Councils
	What determines requirements	Who has primary responsibility	Example of application (either existing or planned)	Example of investment (either existing or planned)		
<ul style="list-style-type: none"> - Walkable neighbourhoods for good connectivity. - Walk and cycle ways which facilitate commuting and recreation. - Appropriate infrastructure e.g. cycle racks. 	Tauranga Transport Strategy, Western Bay Cycling Strategy, Western Bay Transport Strategy	TCC/WBOPDC		\$1.2m included in TCC 2015-25 LTP for completion of urban cycleway network.		
<ul style="list-style-type: none"> - Public transport nodes linked to and between neighbourhoods/cities/towns, that is reliable and of sufficient frequency and accessible to specific destinations e.g. hospitals. 	Regional Public Transport Plan, Draft Public Transport Blueprint	BOPRC				
<ul style="list-style-type: none"> - Take into account disability access to transport. 	Regional Public Transport Plan, Draft Public Transport Blueprint, Disability Strategy	TCC/WBOPDC/ BOPRC				
<ul style="list-style-type: none"> - Destination planning. - Shared transport options. 	Tauranga Transport Strategy, Western Bay Cycling Strategy, Western Bay Transport Strategy, Regional Public Transport Plan, Draft Public Transport Blueprint	TCC/WBOPDC/ BOPRC				

Active Transport Options and Public Transport The importance of creating healthy urban environments that reduce the need for private vehicles and increase cycling and walking opportunities was frequently identified in position statements as critical for successful community building.	1.				2.	3.
	What is currently considered in the growth planning process				What could be considered further	What currently does not fall under the role of Councils
	What determines requirements	Who has primary responsibility	Example of application (either existing or planned)	Example of investment (either existing or planned)		
- Electric vehicles supported.					TCC have provided an electric car charging station in the CBD.	
- Increase proportion of freight volume transported by rail.						For consideration by Upper North Island Strategic Alliance, KiwiRail and NZTA.