



Housing Affordability Forum Meeting

Agenda

Friday, 10 February 2017, 1:15-3:00pm

Beca Office, 32 Harrington Street, Tauranga

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| 1. Apologies | Chair |
| 2. Minutes and Actions (<i>Paper A</i>) | Chair |
| 3. Update on Model project (<i>Paper B</i>) -Pilot Project Steering Group Update | Chair |
| 4. Update on the The Housing We Need Project (<i>Paper C</i>) -Proposed Seminar on Shared Equity with TECT and BayTrust and Councils | Chair |
| 5. Update SmartGrowth website HAF page | Karen Summerhays |
| 6. SmartGrowth Structure Diagram and Pyramid (<i>Paper D</i>) | Karen Summerhays |
| 7. Membership – Forum and agency representation | Chair |
| 8. TCC – Compact City | Karen Marjoribanks |
| 9. Position Paper response – Update (<i>Paper E</i>) | Karen Summerhays |
| 10. The Ageing Well Co-housing research - distributed with this agenda | Karen Summerhays |
| 11. What's hot; Tauranga the 9 th least affordable city in the world, The Ageing Well Life when Renting Summit 30 th May 2017 | Forum |

Appendix 6. Governance & Advisory Forums Terms of Reference (Continued)

6.7

Housing Affordability Forum

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| Purpose: | <p>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.</p> <p>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.</p> |
| Role: | <p>The role of the Housing Affordability Forum ('the forum') is as follows:</p> <ul style="list-style-type: none"> • 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 |
| Membership: | <p>The Housing Affordability Forum has representation from the following groups/industries/sectors:</p> <ul style="list-style-type: none"> • Development community • Local authorities (council officers and elected members) • Economic Development specialists • Planning and urban design specialists • Community Housing Trusts • Real estate sector • PATAG • Tangata whenua • Relevant central Government agency • SmartGrowth Programme/Implementation Manager |
| Key Principles | <p>The key principles underpinning the establishment of the Housing Affordability Forum are:</p> <ul style="list-style-type: none"> • 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: | <p>The Chair of the forum will represent the group on the SmartGrowth Strategic Partners Forum and any other SmartGrowth Forums as required.</p> <p>The minutes will be provided to the SmartGrowth IMG for information and for action as required.</p> <p>Meeting minutes and reports for each of the SmartGrowth Partner Forums will be available to the other forums.</p> |
| SmartGrowth Implementation Committee (SGIC) – Linkages and Reporting: | <p>The forum members are able to present to the SGIC 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.</p> <p>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.</p> |

Appendix 6. Governance & Advisory Forums Terms of Reference *(Continued)*

6.7 Housing Affordability Forum *(Continued)*

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| 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: | <p>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.</p> <p>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.</p> <p>Servicing The Forum will be serviced by SmartGrowth through the Programme/Implementation Manager for matters including venues, agenda circulation, minute-taking and report materials.</p> <p>Chair A chair will be appointed by the Forum</p> |



Paper A

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| FORUM | Housing Affordability Forum |
| DATE & TIME | Friday 11 th November 2016 |
| LOCATION | Beca, 32 Harrington Street, Tauranga |

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| Present | Christine Ralph (Beca – Chair), Bill Wasley (SmartGrowth Independent Chair), Megan Rumble (SmartGrowth), Karen Marjoribanks (TCC), Meagan Holmes (TCC), Annie Hill (Priority One), Karen Summerhays (SmartGrowth), Peter Malcolm (Closing the Gap), Jo Wills (Sustainability Options), Phillip Martelli (WBOPDC), Kelvin Clout (TCC), Jo Gravit (TCHT) | |
| Apologies | Liz Davies, Karen Summerhays (lateness), Simone Cuers (TCC), Jo Gravit (lateness) | |
| Previous minutes and matters arising | | <p>The minutes of the previous October meeting were accepted as a true and correct record.</p> <p><u>Previous actions</u></p> <ol style="list-style-type: none"> 1. New members drive – Christine Ralph has two new people to approach 2. Jo Wills to go ahead and write letter advising the panel members the process will proceed around April/May 3. 18-month work programme discussion: carry forward 4. Karen and SmartGrowth coordinator to source originals of past circulate examples of affordable housing internationally for the HAF page of the SG website: carry forward 5. Phillip to get SHA covenant off Peter Cooney as soon as possible along with the requested plan showing the location and size of the two sites at Omokoroa <p>All other actions complete.</p> |
| Future of HAF – Bill Wasley discussion paper | | <p>Christine introduced the discussion advising she decided not to re-stand as HAF chair as she felt HAF needed fresh leadership blood. She is still a strong supporter of HAF and the pilot project. There is still a significant affordability issue in the bay and it is timely to reflect in the HAF 's TOR how best we continue the work. Is there a new approach that may be better?</p> <p>Bill Wasley clarified that the SGIC make the decision on any progressive changes that HAF suggests going forward.</p> |

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| | <p>It was suggested it may be more effective for the pilot project to carry on as a stand-alone steering group and the forum itself disburse. HAF actions be taken up by the other forums as suitable.</p> <p>Discussion and further thinking followed. Bill noted that there has recently been questions around the number of forums and possible overlap – although the overlap is good in a way as this shows the forums are on the same page around a number of key issues.</p> <p>It was noted that over the last eight years in which HAF has been operating the housing market has changed considerably and everyone has realised how complex the affordable housing issue is. It was asked if we have the ability to influence anything anyway albeit that there is a need to educate the market on what is a good quality build.</p> <p>The question was asked - if HAF don't do it who will? It was noted a group of influence is best to pick this up e.g. the philanthropic's as they have the funding.</p> <p>There was suggestion of changing HAF to a straight out housing forum which will enable the conversation to be lifted across a wider range and integrate with the work PATAG and PDF are doing around meeting the requirements of our changing demographics.</p> <p>It was suggested that a scoping conversation needs to be had first.</p> <p><u>It was agreed that Bill would give the matter further thinking and come back to the forum with the next steps.</u> <u>It was agreed that a Pilot Project subgroup would be formed led by Christine – Christine will with assistance seek the membership as it is essential to get the right mix of expertise.</u> <u>There was general consensus that the issue of housing and affordable housing was a key aspect of development in the sub region and that SmartGrowth had a role to play in leading that. Many do not think it's appropriate for a housing forum not to continue under the SmartGrowth banner.</u> <u>Bill wants to see a sub-regional over view report of the groups in the housing sector and through that an indication of where the overlaps are if any and where the gaps are and how SmartGrowth can assist. This is to involve conversations with those groups</u></p> |
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| Action | <p>That the Pilot Project continue under the leadership of a Steering Group of practitioners</p> <p>That a stocktake report on the agencies and organisations involved in housing be prepared to generate awareness of duplication and omissions to inform the new collaborative forum - by February /March 2017.</p> <p>Note since the meeting Jo Gravatt , Chris Johnstone and Christine Ralph have compiled a list of agencies operating in the Bay and sent it to Karen.</p> |
| Jo Gravit's report | <p>Jo gave an overview of The Housing Trusts paper. At the recent Social Sector Forum meeting attendees came up with a list of projects that are already happening in the housing sector – at least 15 were identified in the region. The suggestion from the SSF was that SmartGrowth facilitates a shared vision that leads to a strong and sustainable collaborative action plan.</p> |
| Update on pilot project | <p>Christine provided an update on the Omokoroa development for those who were not present at the previous meeting. Christine has written the draft resolution for the notification to WBOPDC that HAF is wishing to take up the land at the Council's site at Omokoroa, as agreed. Discussion and tweaking of the recommendation followed. There was discussion around the performance of the housing being any different to what's already out there. It was noted that this is the goal to find a company that can work toward this as part of the pilot project. Suggestion of having a number 4 recommendation around HAF looking forward to further developing a detailed agreement.</p> <p>It was agreed that the forum are happy with the recommendations. It was agreed that Christine would finalise the letter with Gary Allis. Christine will have a copy of the final letter and a copy of the map from Classics at the next meeting.</p> <p>The letter is to be based on the following :</p> <p>That HAF advise WBOPDC that we accept the offer of the two sites – as shown on a plan from Classics yet to be received (note that this was requested in October and nothing has been received – As Above Phillip to chase Classics on this</p> <p>Timing of Site A is likely in mid-2017 ad the Site B when the first stages are sold and the developer can move forward</p> <p>There is no financial cost to HAF for the use of the land – that cost is born by the developer</p> <p>That we will work with WBOPDC in the first quarter of 2017 to prepare and sign a mutually acceptable agreement</p> <p>Kelvin advised that the TCC will re consider the Opal Drive prospect in the early new year</p> <p>All agreed that the RoI that goes out next year will also offer the opportunity for a best practice build on any private land in the western Bay</p> |

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| | Action | Christine to finalise a letter detailing the above and send to Gary Alis and bring to next HAF meeting/circulate to the forum along with the map from Classics. Phillip to chase Classics for the plan of the two sites |
| Position Paper response matrix | | Karen S gave an overview of the Position Paper response framework. Cheryl Steiner has identified four additional response topics to the initial six Liz Davies identified – <i>Growth planning, Environment sustainability, Community and Culture and Heritage</i> – which have now also been sent to the three councils for their responses. Once the partner councils have completed the tables these will then need to go through IMG and SGIC. The goal is then to present the complete response table to all the forums at once at a combined hui early 2017. |
| General Business | | Christine Ralph confirmed she is happy to continue chairing the HAF meetings until a final decision on the future of HAF is made. |

Meeting ended at 3.04 pm. Next meeting to be held in 2017.

Housing Affordability Forum OUTSTANDING ACTIONS 11 November 2016

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| 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 | Discuss an 18-month work programme. Including SmartGrowth advocacy to central govt on behalf of HAF. Look at HAF TOR's |
| October | Karen and SG coordinator to go through initial reports, past circulated examples of affordable housing internationally |
| October | Phillip to get covenants off Peter Cooney. |
| November | Housing stocktake report to be prepared by SmartGrowth assisted by HAF for Bill's consideration and HAF discussion Christine to finalise letter to WBOPDC and bring to next HAF meeting/circulate to the forum along with the map from Classics. |

Housing Affordability Forum
Smartgrowth
PO Box 13 231
Tauranga 3141

Western Bay of Plenty District Council
Private Bag
Tauranga
Attention: Gary Allis

Dear Gary

Re: Affordable Housing Pilot Project Omokoroa

Further to our meetings with you late last year on behalf of the Smartgrowth Housing Affordability Forum I formally respond to the offer of your Council of 4,000m² of your land at Omokoroa for the purposes of an Affordable Housing Pilot Project as stated in the Action 10.3 of the current Smartgrowth Strategy. I record below the details of the arrangement between the WBOPDC and Smartgrowth with regards to Action 10.3.

1. HAF advise the Western Bay of Plenty District Council that we accept the offer of two sites for the SmartGrowth Pilot Project being identified on the attached plan (A) as Site A of approximately 2068m² in Stage Two and Site B of approximately 1715m² in Stage Eight of the Classic Builders development at Omokoroa Road.
2. HAF acknowledges that the timing of the availability for house construction of Site A is likely to be in late 2017, and the timing of Site B will be conditional on the speed of property sales within the development.
3. HAF requires a written agreement with the Western Bay of Plenty District Council reconfirming that there is no financial cost on HAF for the use of this land for the HAF Pilot Project, and that all aspects of the Pilot Project including the redefinition of land titles is at the Pilot Project developer's expense. We look forward to developing in early 2017 a Heads of Agreement between the Council and HAF with regards to the Pilot Project. Thank you for the draft agreement which we provide as Attachment B. We have provided some track changes in that document for discussion.

4. HAF acknowledges that Western Bay of Plenty District Council will enter into a commercial agreement with the chosen pilot project developer generally in accordance with the Draft Agreement (Attachment B).

We confirm our discussions that the WBOPDC Council is not funding the ROI or Pilot Project developer selection process which is being resourced by the Smartgrowth organisation with HAF in support.

With regards to the on-going monitoring of the build process Smartgrowth and the HAF are resourced to undertake that work in the following 18 months

We acknowledge the Councils offer of administrative support Council will undertake the administration functions of the ROI on behalf of HAF. We would like to discuss this with you in detail to clarify how this would be applied a

Yours sincerely



Christine Ralph

Acting Chairperson of the

Housing Affordability Forum

Smartgrowth

cc Bill Wasley

Karen Summerhays

HAF Forum members

Attachment A

Attachment B

Agreement between Western Bay of Plenty District Council "The Council" and The Housing Affordability Forum "HAF" date 3 May 2016

AGREEMENT

Between

Western Bay of Plenty District Council ("The Council")

and

The Smartgrowth Housing Affordability Forum (HAF") |

Agreement to supply land in the Special Housing Area (SHA) at Omokoroa for an Affordable Housing Pilot Project.

BACKGROUND

Smartgrowth through HAF wishes to undertake an Affordable Housing Pilot Project to demonstrate different housing typologies, densities and products in the SHA "The Pilot".

- A) HAF has been established, under SmartGrowth to promote affordable housing.
- B) HAF comprises representatives from:
 - Western Bay of Plenty District Council
 - Tauranga City Council
 - Priority One
 - Tauranga Community Housing Trust
 - Sustainability Options
 - Architect
 - Resource Management Planning
 - Developers Forum
 - Closing the Gap
 - PATAG
 - Tangata Whenua Forum
 - Independents
- C) HAF is not a legal entity.
- D) The Council has agreed to support the Smartgrowth /HAF Pilot within parts of the SHA at Omokoroa through provision of land in accordance with this agreement.

- | E) The remainder of the SHA will be developed by Classic Builders "The Developer".
- | F) Smartgrowth through HAF is promoting the pilot project, but will not undertake the development.
- | G) The selected Smartgrowth HAF Pilot Project housing development will be undertaken by one or more developers "the Pilot" Developer.

AGREEMENT

1. The Council will reserve approximately 4000m² in the SHA for the Smartgrowth HAF Pilot.
2. The land will be in either one 4000m² block or 2 x 2000m² blocks, or alternative arrangement as maybe agreed.
3. The location of the block(s) within the SHA will be by agreement between the developer, Smartgrowth through HAF and the Council.
4. Smartgrowth through HAF will procure affordable housing designs and proposals for the pPilot Project.
5. Smartgrowth through HAF will approve the Pilot Developer after a Registration of Interest process and consultation with Council and the Developer.
6. ~~HAF and the Pilot Developer shall work with the SHA Developer to ensure that there is some compatibility between the Pilot and the SHA Housing Development undertaken by the Developer.~~
7. The SHA is planned to be consented by September 2016, and for Stage 1 development to be developed in the 2016 / 17 construction season.
8. Stage 1 of the SHA will be adjacent to Omokoroa Road, generally as shown on Attachment 1.
9. Part of the Smartgrowth through HAF Pilot Project land will be allocated in Stage 1.
10. Smartgrowth through HAF is permitted to assign the land to the Pilot Developer subject to Council approval of the selection process by the independent panel. ~~The independent panel shall include a representative of the Council.~~
11. The Council will enter into a commercial sale agreement with the Pilot Developer generally in accordance with this agreement.
12. ~~HAF has until 12 months - June 2017 - from the date of the provision of the land titles to the allocated Site A or B to obtain concept design and proposals for the pPilot project.~~
- 13.12. ~~HAF /~~ The Pilot Developer is responsible for consenting the pPilot Project under the Resource Management Act.
- 14.13. Likely Development Time frame:

| | Item | Due |
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| A | <u>Smartgrowth through</u> HAF <u>selects preferred Developer and</u> their approve concept designs and proposal, and approves the | June <u>July</u> |

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| | Pilot Developer | 2017 |
| | Smartgrowth through HAF approves the final designs for the Pilot Project | September 2017 |
| B | Land Use and Subdivision Resource Consents for Pilot approved by Council | December April 2018 2017 |
| C | Commercial Agreement between Council and Pilot Developer | December April 2018 7 |
| D | Construction of the first pilot houses commences | Sept January 2018 |
| E | First house ready for sale | June 2019 |

~~15.14. If stages 14 A, B, C, D are not achieved, by the agreed timeframes the Agreement shall be considered at an end, and all obligations between parties shall be deemed to be concluded.~~

~~16.15.~~ The timeframes can be amended by agreement between Smartgrowth through HAF and Council.

~~17.16.~~ The land shall be supplied on the following basis:

~~17.16.1~~ Sale By Council to HAF / the Pilot Developer at market rates. Market rates shall be set by valuation on the developed land and shall relate to the section prices in the SHA.

~~17.216.2~~ Payment for the land shall be deferred until the earlier of:

- The sale of the land to the Pilot Developer
- The sale of the land / building package to an owner
- June 2019.

Commented [e1]: This is likely to be the earliest trigger and is not consistent with the agreement to defer sale of land to when it has been developed and sold.

~~17.316.3~~ The land will be provided:

- With services to the boundary
- Agreed road access points
- Normal services (water sewer, power, stormwater, street lights, broadband, gas) in the public road
- Contour in accordance with the overall SHA finished contour to be supplied and attached to this agreement
- Financial contributions will be paid by Council and recovered through the agreed purchase price with the Developer section

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~~price~~. Note: 224 approval will be deferred until houses are ready for sale. **CHECK this**

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- Generally ready for development by the Pilot Developer
- As an un-subdivided block within the SHA ready for the Pilot Developer to prepare a scheme plan and lodge a subdivision consents.

~~18.17.~~ Each party shall bear its own costs. For clarity ~~15.1% HAF /~~ the Pilot Developer shall bear all costs of the pilot as though it was a normal development.

Commented [e2]: Not sure what this %age refers to?

~~18.17.1~~ The SHA Developer shall contour the land and provide services to the boundary, shall provide SHA roads and infrastructure.

~~18.217.2~~ The Council shall find the land holding costs and the Pilot financial contributions. **CHECK =**

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MEDIATION

In the first instance disagreements shall be referred to the Chair of Smartgrowth with advice from HAF and the Deputy Chief Executive Officer or Chief Executive Officer of Council to resolve.

If this fails to resolve the issues it will be referred to either:

a) The Operations Committee of Council to decide

Or

b) To an agreed mediator.



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| Committee Name | SmartGrowth Forums |
| Forum Meeting Date | 1 February 2017 |
| Author (s) | Karen Summerhays |
| Purpose | To outline Stage 1 of the 'The Housing We Need (THWN)' project |

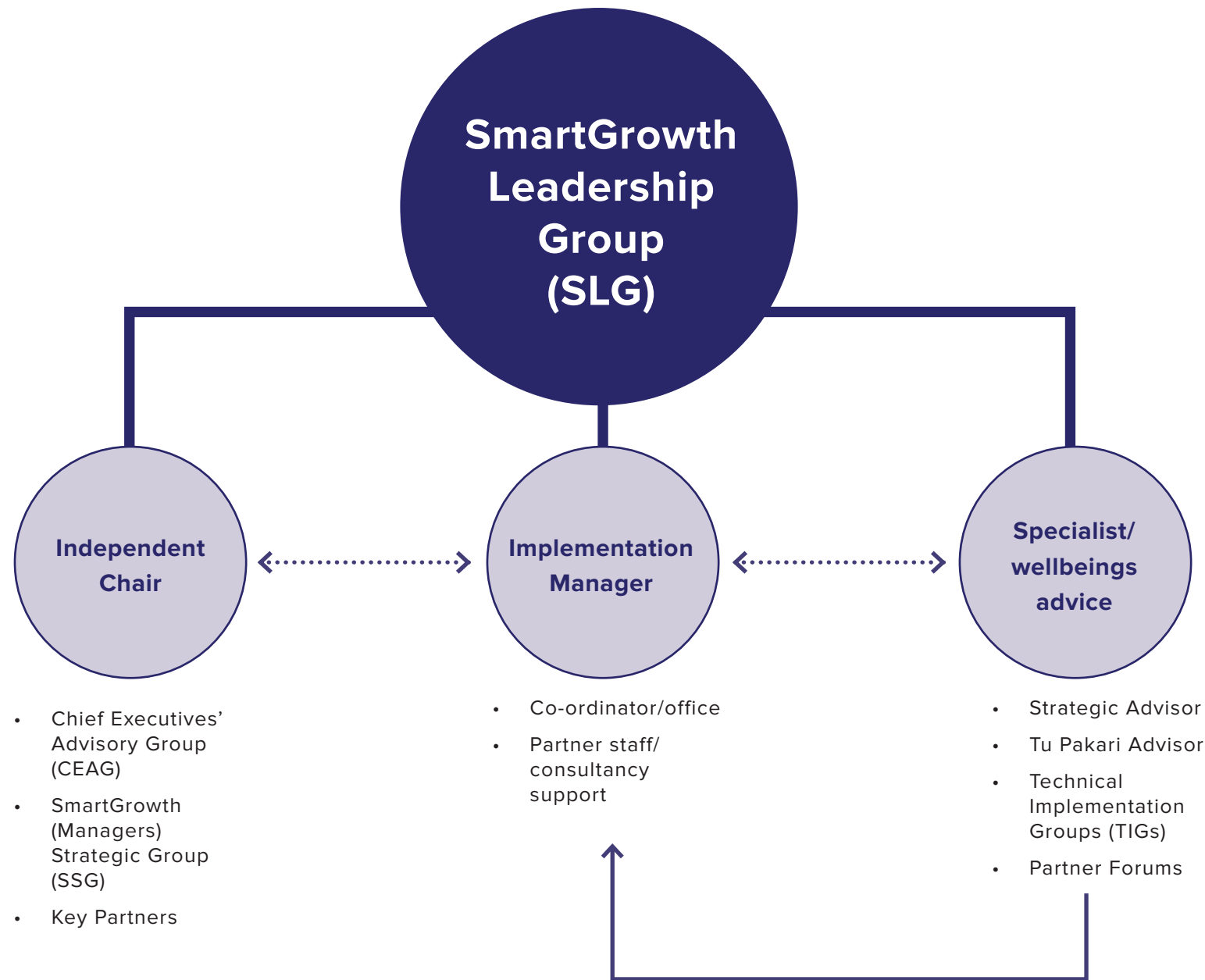
The Housing We Need- Stage 1 - Scoping phase

Following recent discussions and requests from the Forums SmartGrowth agreed to scope the possibility of hosting a joined up conversation about the housing we need in the mid to long term in the western BOP sub-region. Below is the outline of Stage 1 – Scoping phase:

| Action | Outcome | Completion date |
|--|--|--------------------------------------|
| Draft scope of a project | Parameters of any future joined up conversation (what's in and what's out) (as outlined in BW report to SSF) | Approved 27/1/17(BWasley) |
| Desktop scope of who the players are; Outline questions for phone calls | List of players and their contact details has been established Questions established to obtain the most useful information to see if this is a value add or a duplication of others work | 11/2/17 |
| Contact TECT, BayTrust, Acorn, TCC, WBOPDC, RC, TCHT, PDF, JAG, Housing NZ, TPK, Accessible Properties, to check if they have any future plans to host such a conversation, if they support such an idea, what outcomes would they want, what parameters of the conversation are they interested in. Take findings back to B Wasley | SG role in any conversation is identified Parameters of any conversation have been refined Note: The parameters of the conversation and outcomes from such a conversation are key elements of the conversations with these agencies If it is deemed that SG does have a role to play approval to progress will be sought for Stage 2. | 24/2/17 |
| Prepare update report for Forums /SSG | Forums /SSG are kept informed | Before March round of Forum meetings |

If it is deemed that SG does have a role to play approval to progress will be sought for Stage 2.

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| Draft outline of stage 2 for approval | Where to next is confirmed and budgeted for |
| Contact all other players to establish if (and how) they would find a joined up conversation useful | Organisations' expectations and needs are heard and their involvement in any conversation is accommodated in the planning |
| Set up reference group to assist in Hui design | Major players are involved to ensure their outcomes are incorporated |
| Begin design of hui process | Draft of hui design and expected outcomes |



GOVERNANCE

SMARTGROWTH LEADERSHIP GROUP (SLG)

Partner Councils (elected members)
Co-investors (NZTA, DHB)
Tāngata Whenua

GOAL:
Sub-regional leadership
Decision making/consensus

PARTNERS & INTEREST GROUPS

IMPLEMENTATION PARTNERS

(e.g. NZTA, social infrastructure providers, Priority1, MoE)
Joint forum hui | Working groups | Central Government
Partner committees, groups, meetings, engagement
Meetings with SmartGrowth Forums
Various community planning events
Joint project partner consultation events
SLG bimonthly workshops with others including forums

GOAL:
Engage | Consult
Energise | Deep dialogue
Activate plans/projects
Build partnerships
Inform & guide decisions

COMMUNITY WIDE

WESTERN BAY SUB-REGION

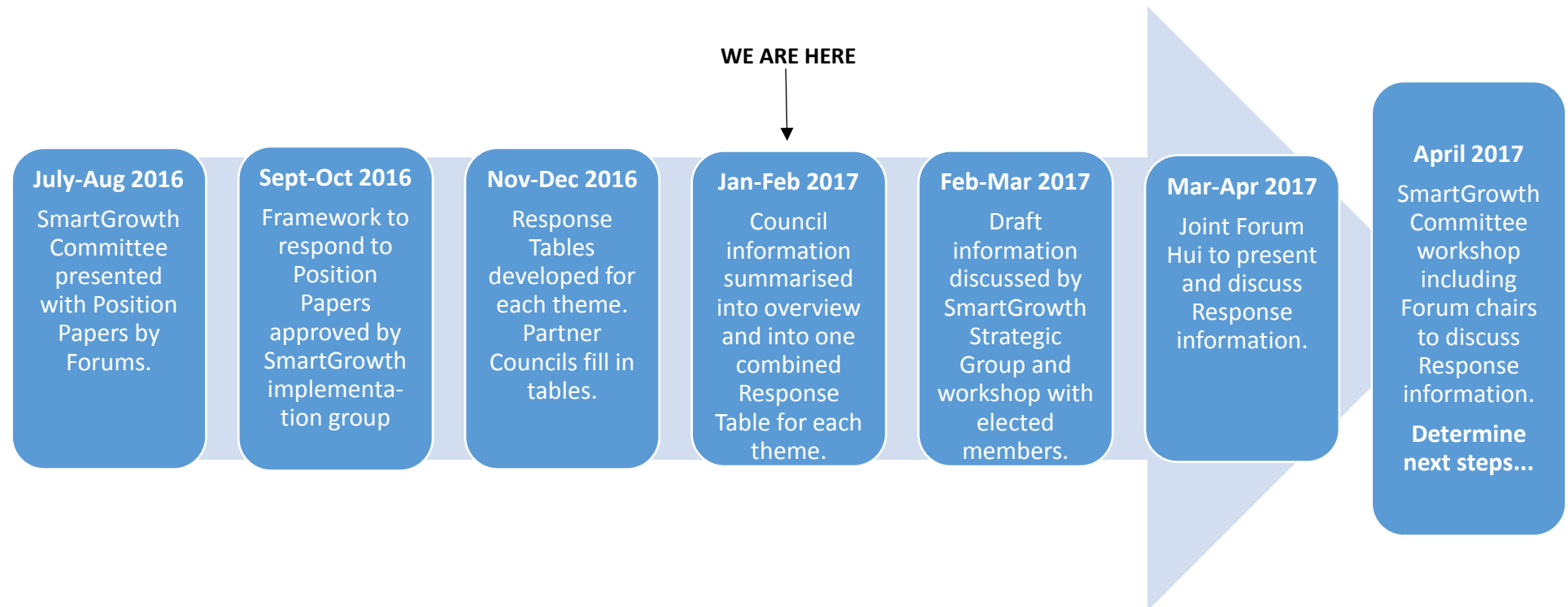
'Smart Talk. Future Thinking' events
SmartGrowth website and newsletter
Digital / social / general engagement

GOAL:
Inform and discuss | Excite and interest | Communicate
Increase community knowledge and understanding

AIM: Good, efficient decision-making, grounded in strong partnerships, community engagement and communications

SmartGrowth Forums: Position Paper Response Update (February 2017)

The following is an overview of the process SmartGrowth is working through to respond to the Position Papers developed by SmartGrowth forums and where we are at in the process. The Position Papers have been summarised into ten themes¹ to assist with the response process. Response Tables referred to include information on what is already considered in the growth planning process, what could be considered further, and what falls out of Councils responsibility.



¹ Community involvement, urban design, social infrastructure, compact urban form, housing, active transport, growth planning, environmental sustainability, community, culture and heritage.