

HOXNE PARISH COUNCIL

Minutes of meeting of Hoxne Parish Council Housing Needs Working Group held on
Thursday 5 September 2019 at Hoxne Playingfield Pavilion at 18.00 hours

.Present:

Cllrs Edward O'Connor Katherine Farthing and Iain Gibson, Gillian O'Connor and the Parish Clerk. Sunita Osbourne, Community Development Officer (Rural Affordable Housing) Community Action Suffolk was also present.

1. Apologies

Apologies were received from Cllr Marsh-Fieley.

2. Housing Needs Survey

The Working Group received a detailed presentation from S Osbourne on all that was entailed with carrying out a Housing Needs survey and what could be achieved. If a housing need was proven as a result of the survey, rural exception sites could be brought forward with a housing association being engaged to bring forward a housing scheme for local need or people with a connection to the village.

In summary:

- a. The survey would follow the standard CAS format and be printed by CAS with all supporting stationery being provided by CAS.
- b. The Parish Council would need to arrange for delivery of the survey.
- c. Parish Council to supply CAS with number of houses. This number +40 additional surveys would be printed by CAS and delivered to Hoxne with stamped addressed return envelopes to CAS, for distribution to every house in the village.
- d. The Parish council would supply a letter accompanying the survey stating the aims and objectives of the survey and why completion is important.
- e. Publicity of the impending survey will be vital. Parishioners should be aware to expect the survey and be engaged and willing to complete.

3. Report to Full Council

The Working Group agreed to make a recommendation to Full Council that the survey be carried out in February 2020. The model survey would be circulated to all Councillors to view. No amendments were suggested but additional questions could be added if required. Full Council would also be required to sign an agreed Comms Plan for the service delivery arrangement between Hoxne Parish Council and Community Action Suffolk. The cost of the survey would be invoiced to Mid Suffolk District Council with funding from the previously agreed Community Housing Grant used as payment. The form of delivery of the surveys and any resulting cost would need to be agreed by Full Council. *Action: Agenda October Full Council.*

4. There were no other matters. Date of next meeting to be arranged.

The meeting was closed at 19.10

