

## Appendix 2 – Consultation Process

### Housing Strategy Review Timetable

Stage One	Activity	Purpose	Timescale	Officer Responsible	Progress
Consultation	Housing Strategy Review - stakeholder event	To launch the review and raise awareness of: <ul style="list-style-type: none"> <li>■ the purpose of the housing strategy</li> <li>■ links between housing &amp; planning</li> <li>■ housing need and affordability issues locally</li> </ul>	30 June 2006	Charlotte Lonsdale	Event held as planned
	Follow on meetings with stakeholders	To look at priority issues raised by stakeholders in more detail  To confirm the future involvement of stakeholders in delivering housing strategy objectives  To identify stakeholder resources to contribute to delivering housing strategy objectives	During October – December 2006 (see separate timetable)	CL/Jennifer Shaw	See separate timetable below
	Seminar for Ashford Borough Council Members	To keep members informed of work toward review of the housing strategy  To raise awareness of: <ul style="list-style-type: none"> <li>■ the purpose of the housing strategy</li> <li>■ housing need and affordability issues locally</li> </ul>	End August 2007	CL	Held 15 August 2007
	Questionnaire to households on Housing Register	To seek views of people with a registered housing need in the Ashford district	July 2007	CL	Complete

Stage One	Activity	Purpose	Timescale	Officer Responsible	Progress
	Consultation with Ashford Borough Council staff ■ Housing Dept. ■ Planning ■ Cultural Services ■ All other relevant staff	To keep staff informed of progress on Housing Strategy review and ensure they are confident of: ■ the purpose of the housing strategy ■ housing need and affordability issues locally ■ their role in delivering the wider objectives of the housing strategy And to ensure agreement of priorities between services and to highlight shared priorities	Aug 2007	CL	All relevant staff invited to stakeholder event June 2006  Cultural Services invited to take part/make comments
	Presentation to Tenant's Forum	To inform of the review process and to ensure awareness of key issues as above	Aug 2007	JS	Complete
	Presentation to parish council Forum	To ensure rural issues, particularly for exception sites are sufficiently addressed	April 2007	CL	Complete
	Presentation to LSP	To inform of the review process, ensure awareness of key issues, identify links between HS and Sustainable Community Strategy	April 2007	CL	Presentation given to LSP – LSP wish to engage further  Strategic priorities, aims and objectives submitted to LSP

Stage Two	Activity	Purpose	Timescale	Officer Responsible	Progress
Drafting	Prepare 1st draft which will contain all headline info	To ensure priority issues are addressed and allow for further discussion with key stakeholders to confirm details of what will be included in the housing strategy	Sept 2007	CL/JS	Complete
	Policy Advisory Groups	To ensure members are fully involved in direction and content of strategy prior to submission to Exec	Sept 2007	CL/JS	Complete
	Final draft. Available to general public, all stakeholders, Ashford Borough Council staff, Members, Tenant's Forum, LSP, neighbouring authorities, GoSE	This will be a full draft expanding on headline info with fully developed action plan. This will give all stakeholders the opportunity for comment. Available on the Ashford Borough Council website and publicised through local media.	Dec 2007	JS	Complete as of 31 Jan 2008.
	Submit strategy to Exec Committee for adoption	To adopt as Ashford Borough Council policy	Mar 2008	CL	

Stage Three	Activity	Purpose	Timescale	Officer Responsible	Progress
Launch	Send email to all stakeholders with email address incl. Web link to strategy, paper copy to those without email addresses	To ensure all stakeholders have access to the new strategy	Mar 2008	JS	
	Headline item on the Ashford Borough Council website	To ensure stakeholders and wider public are aware of the launch of the strategy and have access to it	Mar 2008	JS	
	Article for Ashford Voice	As above	Mar 2008	JS	
	Press release	To further maximise awareness and encourage a positive impression of the work of Ashford Borough Council in relation to housing in the district	Mar 2008	JS	

## Follow-on Consultations

Following the Housing Strategy review event held on 30 June 2006 the priority issues identified by stakeholder agencies have been assessed. To explore these priorities further, items will be added to the agenda of existing groups. Where this is not possible, or, will not be adequate a series of one-off meetings and time limited working groups will be convened.

Issues	Specific issues relating to:	Participants	Meeting Schedule	Progress
Addressing housing & related support needs	Mental health	Ashford CMHT, floating support providers, KCC, Commissioning Manager, Housing Options Manager, Supporting People, KCC Adult Services	Ashford MH Forum - Sept 06 One off working group - Oct 06	Complete  Arranged for 13 Oct 2006 – complete. Working group now involved in electronic consultation re objectives/ actions for MH. Remaining consultation will be via MH Housing Providers' Forum
	Learning disabilities	KCC Adult Services, ILS, floating support providers, Supporting People	One off working group  Item on agenda Ashford LD Partnership Group	Complete  Meeting held 15 December - 2pm  LD District partnership Group to form housing sub-group for all future consultation on housing strategy issues
Substance misuse & Dual diagnosis		EK Substance Misuse Team, KDAAT, Hsg Ops Mgr, KCC Accommodation Development Manager, KDAAT, DD Nurse, EK Cyrenians	One off working group – Oct 2006	Complete Meeting held 3 Nov 2006
Young people		EK Cyrenians, Stonham, KCC, YOS, 16 Plus Team, Connexions, floating support providers, KCA YP Team, Housing Options Manager, Sk8side	Item on agenda Ashford YP Forum	Complete
			Working Group 2 x meetings Nov 2006	Meeting held 31 Oct 2006, 2pm

Issues	Specific issues relating to:	Participants	Meeting Schedule	Progress
	People at risk of offending/ex-offenders	Probation, floating support providers	Consultation with the Kent Accommodation Providers Forum	Kent Probation Accommodation Manager Coordinating
	Gypsies & Travellers	KCC, neighbouring authorities, gypsies and travellers	Via Gypsy and Traveller Housing Needs Survey consultation	Complete  Housing Needs Survey consultation held June 2007
Supporting independence	Older people & people with physical disabilities	KCC Adult Services, OT Bureau, HIA, Access Group, Age Concern, PCT	One off working group	Complete  Meeting held 7 Dec 2006
Diversity	Identifying specific housing needs of people from BME communities	Ashford Asian Society, Kent BME Network, Ashford International Chinese Association	All invited to attend original consultation event in Jun 2006  Draft priorities circulated to all groups	Complete  Complete August 2007
	Identifying specific housing needs of asylum seekers	KCC Asylum Seeker Team	KCC hosted conference Jan 2007	Complete
Sustainable Communities	Community Plan – Sustainable Communities Plan, crime reduction – secure by design, community safety, housing need in rural areas The local economy	LSP, Kent Police (Community Safety Unit), Probation, CDRP, Parish Forum, Ashford Chamber of Commerce	Presentation to LSP, item on agenda of CDRP, item on CSU meeting agenda, presentation to Parish Forum  Discussion with Chamber of Commerce and article in their member magazine	LSP presentation - 19 April 2007  Parish Forum presentation - 18 April 2007 Complete