

The Stages of the Community Led Housing process.

The approach and content of each Community Led Housing (CLH) project will be slightly different depending on their individual circumstances.

This document, however, is designed to be used as a quick guide to assess what stage the projects have reached, by using the numbers as a summary of progress.

Introductory work

1) Initial meeting with the Parish Council to provide details of the CLH project and options for ownership and management of the units

Use of power point presentation slides to give background and context to the funding available and provide some frequently asked questions.

2) Carry out a housing needs survey

Use GGP to gather settlement addresses and mail out the survey with a month or so to return it. Analyse and create housing needs survey report with recommendations of housing numbers, type and tenure.

3) Establish working group with members of the Parish Council and local community

Working up the draft plans

4) Meeting 1 (Working group members comprising Parish Council representatives, ELDC Community Led Staff, members of the community as volunteers, landowners, other interested parties)

First Half – Agree how the Community wish for the units to be managed and maintained.

Second Half – Identify potential sites and agree which site will be the preferred option. Agree housing numbers and tenure.

5) Meeting 2 (includes Planning Officer, Architect, Housing Association and Lincs CLT if required from this point onwards)

First Half – Agree details for the management of the units and start the implementation process for a Community Land Trust if required.

Second Half - Agree parameters for the project i.e. housing numbers, type, tenure and suitable site. Architect will then draw up plans for the next meeting.

6) Meeting 3

First half – Agree any specific requirements for the S106 legal agreement and continue setting up the CLT (if required)

Second Half - Review initial designs and discuss any suggested amendments.

7) Distribution of second draft plans

Draft Plans are circulated by email to the working group incorporating any changes which have been agreed as part of meeting 3

Presentation of the draft plans to the wider community before submission to planning

8) Community consultation event

An open day event in the settlement, to allow the wider community to see and comment on plans and make final relevant suggestions.

9) Meeting 4

Discuss the comments from the consultation event and agree any changes which need to be made.

10) Final plans circulated by email to the working group for agreement

11) Final plans approved by the Parish Council

12) Planning application submitted

Points to note.

- A member of the working group will be responsible for feeding back and updating the Parish Council at every stage of the process.
- Parish Councils can publish all notes and information on their websites, so the community is fully informed of progress.
- It may be necessary for a core working group within the community to meet in between these planned meetings, to work out finer details amongst themselves. An example could be deciding on which plot of land is preferable, if there are more than one, or whether to use a Housing Association to manage and maintain the properties.