



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 18 November 2009
at the Civic Offices, Fareham*

PRESENT: Councillor E A Crouch
(Chairman)

Councillor Mrs M R Nadolski
(Vice-Chairman)

Councillors: T J Howard (deputising for M F Godrich), D L Steadman and Mrs K K Trott.

Co-opted Members: Mr M Busby and Miss Y Goddard (deputising for Miss M Condon).

Also Present: Councillors P J Davies (for Minute 3) and E G Dunn (for Minutes 5, 7 and 8).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M F Godrich and Miss M Condon.

2. MINUTES

It was AGREED that the minutes of the meeting of the Board held on 23 September 2009 be confirmed and signed as a correct record ([ht-090923-m](#)).

3. MAINTENANCE OF HOUSING GARAGE AND SERVICE AREAS

The Board considered a report by the Director of Customer Services which provided information in respect of grounds maintenance works to housing garage and service areas and also identified improvements and information on the process of dealing with untaxed vehicles with SORN status notices parked in these areas (copy of report [ht-091118-r02-jsh](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, Councillor Davies addressed the Board on this matter.

Councillor Davies reported on the provision of hard standing parking and services areas in Cort Way. The Board expressed concern that any further work of this nature in this area would involve severe cost implications to the Council and would also set a precedent across the Borough and as such would not be a consideration.

It was AGREED that:-

- (a) the report be received and noted; and
- (b) the specific dates in relation to the week numbers, as detailed within Appendix A to the report, be provided.

4. REVIEW OF THE WORK PROGRAMME 2009/2010

The Board considered a report by the Director of Customer Services which reviewed the Work Programme for 2009/10 (copy of report [ht-091118-r05-mge](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) the Work Programme for 2009/10 be agreed, subject to the revisions as set out within the report and the additional revision listed in (i) below and incorporated within Appendix A:-
 - (i) Tenant Services Authority Proposed Regulatory Framework - This item was added to the work programme for 21 January 2010; and
- (b) the Work Programme for 2009/10 be submitted to the Executive.

5. POLICY ON PETS IN HOUSING ACCOMMODATION

The Board considered a report by the Director of Customer Services which sought members' comments on the draft policy document regarding pets in Council Housing accommodation (copy of report - [ht-091118-r01-jsh](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, Councillor Dunn addressed the Board on this matter.

It was AGREED that the report be noted and recommended for consultation and approval by the Executive, subject to the amendment listed in (a) below:-

- (a) the list of specific dogs restricted by law under the Dangerous Dogs Act 1991, as referred to in Appendix A to the report, be detailed in the Policy document.

6. DRAFT HOUSING STRATEGY 2010-2015

The Board considered a report by the Director of Customer Services which provided members with a further opportunity to comment on the Draft Housing Strategy for Fareham 2010-2015 which had been developed in consultation

with external agencies (copy of report [ht-091118-r03-mst](#) circulated with agenda and appended to signed minutes).

Officers reported that they were in the process of producing a clear statement to include a new affordable housing target and this information would be provided within the report prior to its release for public consultation.

It was AGREED that:-

- (a) the report be received and noted, subject to the inclusion of the new affordable housing target as detailed above; and
- (b) the Draft Housing Strategy 2010-2015 be endorsed for release for public consultation.

7. UPDATE REVIEW OF POTENTIAL AFFORDABLE HOUSING SITES

The Board considered a report by the Director of Customer Services which outlined the progress on proposals to develop small Council owned sites where land had been identified for potential affordable housing (copy of report [ht-091118-r08-sle](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, Councillor Dunn addressed the Board on this matter.

It was AGREED that the report be received and noted.

8. TENANT INFORMATION SURVEY

The Board considered a report by the Director of Customer Services which informed members about the tenant survey taking place this Autumn to update housing records and improve the methods of engagement with Tenants (copy of report [ht-091118-r04-jsh](#) circulated with agenda and appended to signed minutes).

At the invitation of the Chairman, Councillor Dunn addressed the Board on this matter.

Officers reported that further information would be included in the survey relating to banking and insurance details, prior to its distribution to residents.

It was AGREED that:-

- (a) the report be received and noted, subject to the following revisions to Appendix A to the report, as set out in (i) to (iv) below:-
 - (i) the following wording contained within the letter be removed: 'There is an option to refuse specific questions';
 - (ii) the wording 'Refused' be removed from all the questions within the survey;
 - (iii) an option of 'None' or 'No religion' be added into the survey for Question 4 and the various denominations be removed at the end of the table;

- (iv) the wording within Question 7 be changed to 'Difficulties with Reading and Writing' and the eighth option be removed; and
- (b) a guide as to the feedback received from the Tenants Information Survey be reported back to a future meeting of the Board.

9. FUTURE APPOINTMENT OF CO-OPTED TENANT REPRESENTATIVES - INFORMATION REPORT

The Board considered a report by the Director of Customer Services which outlined the proposed timing and process from the recruitment and appointment of co-opted tenant representatives onto the Board for 2010/11 (copy of report [ht-091118-r06-jsh](#) circulated with agenda and appended to signed minutes).

Existing co-opted and deputy co-opted tenant representatives Mr Busby and Miss Goddard declared a personal interest in this item and remained in the meeting during the discussion.

It was AGREED that the report be received and noted.

10. PERFORMANCE MONITORING

The Board considered a report by the Director of Customer Services which set out performance monitoring data for Council Housing Services in respect of Current Tenant Rent Arrears, Block Cleaning, Grounds Maintenance, Void Property Management, Void Rent Loss, Repairs Satisfaction, Housing Revenue Account (HRA) Capital Programme, the Decent Homes Programme and Housing Management information relating to housing stock and the waiting list, including LetSelect (copy of report [ht-091118-r07-jsh](#) circulated with agenda and appended to signed minutes). The Head of Building Services gave an update on gas safety inspections.

It was AGREED that the Housing Tenancy Board:-

- (a) noted the improved performance on gas safety inspection;
- (b) expressed concern with the current voids turnaround performance and requested officers to investigate the causes and draw up an action plan to improve performance; and
- (c) requested that fire risk assessments be added to the performance report.

11. TENANTS AND LEASEHOLDERS BOROUGH PANEL MINUTES - 17 SEPTEMBER 2009

The Board gave consideration to the minutes of the meeting of the Tenants' and Leaseholders' Borough Panel held on 17 September 2009 (copy of minutes [ftlbp-090917-m](#) circulated with agenda and appended to signed minutes).

It was AGREED that the minutes be received and noted for information.

(The meeting started at 6.00pm and ended at 8.05pm)

APPENDIX A

HOUSING TENANCY BOARD – WORK PROGRAMME 2009/2010

Date	Subject	Training Session/ Workshop
3 June 2009	<ul style="list-style-type: none"> • Satellite TV Dish Policy for Council Flats and Maisonettes • Gas Servicing Contract • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 10 March 2009 	
7 July 2009	<ul style="list-style-type: none"> • Review and Update of Rent Arrears Recovery Policy • Parking Policy for Council Housing Owned Land • Review and update of Former Tenant Debt Recovery • Work Programme 2009/10 • Performance Monitoring 	
23 September 2009	<ul style="list-style-type: none"> • Amendments to the Nominations Policy • Draft Vision for Older Person's Housing in the Borough • Anti-Social Behaviour Policy and Procedures • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 11 June 2009 	
18 November 2009	<ul style="list-style-type: none"> • Policy on Pets in Housing Accommodation • Draft Housing Strategy 2010-2015 • Maintenance of Housing 	

18 November 2009 cont'd...	<p>Garage/Service Areas</p> <ul style="list-style-type: none"> • Tenant Information Survey • Update Review of Potential Affordable Housing Sites • Future Appointment of Co-opted Tenant Representatives - Information Report • Work Programme 2009/10 • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 17 September 2009 	
21 January 2010	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2009/10 and preliminary draft work programme for 2010/11 • Housing Revenue Account including the Housing Capital Programme for 2010/11 • Tenant Services Authority Proposed Regulatory Framework • Review of Decorating Assistance Scheme Eligibility • Performance Monitoring • Tenants' and Leaseholders' Borough Panel Minutes – 10 December 2009 	
18 March 2010	<ul style="list-style-type: none"> • Tenant Participation Agreement • Use of Restrictive Covenants on Property Sales • Review of the Annual Work Programme for 2009/10 and Final Consideration of Draft Work Programme for 2010/11 • Performance Monitoring 	

Deferred items for next municipal year:

- Update on Extra Care Housing at Downing Court - July 2010 (Date to be confirmed)
- Appointment of Co-opted Tenant Representatives - September 2010 (Date to be confirmed)