



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 12 July 2010
at the Civic Offices, Fareham*

PRESENT: Councillor P J Davies
(Chairman)

Councillor Mrs M R Nadolski
(Vice-Chairman)

Councillors: T J Howard, D L Steadman and Mrs K K Trott.

**Co-opted
Members:** Mr M Busby, Miss Y Goddard, Mr G Wood and Mr E Dance.

**Also
in attendance:** Councillor Mrs C L A Hockley, Executive Member for Community
(minute 7).

1. MINUTES

It was AGREED that the minutes of the meeting of the Board held on 7 June 2010 be confirmed and signed as a correct record ([ht-100607-m](#)).

2. PROPOSALS FOR THE REFORM OF HOUSING FINANCE - GOVERNMENT CONSULTATION

With reference to minute 6 of the meeting held on 7 June 2010, copies of the Council's response to the Housing Finance Consultation were circulated to those present (copy appended to signed minutes).

It was noted that the Executive's decision had been very similar to the Board's.

It was AGREED that the Council's response to the Proposals for the Reform of Housing Finance - Government Consultation be noted.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman made announcements concerning Jill Dawkins, who had retired after 28 years as a Sheltered Housing Officer for Crofton Court and Mrs Eileen Bailey, who had agreed to be the Board's Deputy Co-opted Member.

4. REVIEW OF THE WORK PROGRAMME FOR 2010/11

The Board considered a report by the Director of Community and Streetscene, which reviewed the Work Programme for 2010/11 (copy of report [ht-100712-r01-mge](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) subject to the revisions as set out in paragraph 2 of the report and incorporated within the work programme attached as Appendix A to the report, the Work Programme for 2010/11 be agreed; and
- (b) the Work Programme for 2010/11, attached as Appendix A to these minutes, be submitted to the Executive.

5. UPDATE FROM NATIONAL HOUSING CONFERENCE

The Board considered a report by the Director of Community and Streetscene which provided some feedback on the key issues from the National Housing Conference (copy of report [ht-100712-r06-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the information contained in the report be noted.

6. TENANT STATUS SURVEY

The Board considered a report by the Director of Community and Streetscene on a tenant satisfaction survey the Council may be required to undertake during 2010/11 (copy of report [ht-100712-r02-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) the information in the report be noted; and
- (b) the view that any such survey be delayed until such time as the Council receives further guidance from the Government be endorsed.

7. ESTATE IMPROVEMENTS PROGRAMME 2010/11

The Board considered a report by the Director of Community and Streetscene on possible housing estate improvement schemes which could form part of a programme of works in 2010/11 (copy of report [ht-100712-r03-jsh](#) circulated with agenda and appended to signed minutes).

It was noted that tenants and leaseholders were being informed about the fund through their respective forums and newsletters. It was further noted that the process for the 2011/12 Programme would begin earlier, in March 2011, so that tenants and leaseholders would have the opportunity to be involved from the beginning.

At the invitation of the Chairman, Councillor Mrs Hockley addressed the Board during the consideration of this item.

It was noted that funding had previously been set aside for providing lighting to the garage and parking area at Ransome Close, Bellfield and that this work would be carried out once consultation with residents had been completed.

It was AGREED that:-

- (a) the information contained in the report be noted;
- (b) the report relating to the Estate Improvement Programme for 2011/12 include more detail and approximate costs of any proposed projects;
- (c) the dates of tenants' and leaseholders' forum meetings be notified to all members of the Board;
- (d) consideration be given to progressing the suggested schemes relating to:
 - (i) lighting improvements to a housing service area in Bishopsfield Road;
 - (ii) block security works in Titchfield;
 - (iii) provision of privacy fencing around recycling storage areas at a number of sites;
- (e) the officers be requested to look into the request for a dropped kerb outside Melvin Jones House to establish whether it was appropriate to be considered as a possible scheme or referred elsewhere;
- (f) the proposed scheme relating to the provision of a mobile scooter storage and charging facility in Stubbington be not considered for progression at the present time; and
- (g) the Board give consideration at a future meeting to the whole question of electric scooters and associated requests for various provisions, matters to do with which had also arisen during the Sheltered Housing Review.

(Note: Councillor Mrs Hockley left the meeting at 7.16pm)

8. REPORT TO TENANT SERVICES AUTHORITY ON NATIONAL STANDARDS

The Board considered a report by the Director of Community and Streetscene which gave an assessment of the extent to which the Council's housing service met the national standards set by the Tenant Services Authority (TSA) (copy of report [ht-100712-r04-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the report be noted.

(Note: Councillor Mrs Trott left the meeting at 7.19pm, returning at 7.20pm)

9. REVIEW AND UPDATE OF CLEANING CONTRACTS

The Board considered a report by the Director of Community and Streetscene which provided an update regarding the cleaning of communal areas to the Council's housing blocks (copy of report [ht-100712-r05-jsh](#) circulated with agenda and appended to signed minutes).

It was noted that the tenants' forum would be requested to appoint a tenant representative to be involved in the procurement of a new cleaning contract.

It was AGREED that the information contained in the report be noted.

10. PERFORMANCE MONITORING

The Board considered a report by the Director of Community and Streetscene which set out performance monitoring data for Council Housing Services in respect of Current Tenant Rent Arrears, Void Property Management, Void Rent Loss, Repairs Satisfaction, Gas Servicing, 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-100712-r07-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that the report be received and noted.

(The meeting started at 6.00pm and ended at 7.42pm)

APPENDIX A**HOUSING TENANCY BOARD – WORK PROGRAMME 2010/2011**

Date	Subject	Training Session/ Workshop
7 June 2010	<ul style="list-style-type: none"> • Housing Revenue Account Business Plan • Appointment of Co-opted and Deputy Co-opted Representatives onto the Board • Review of Extra Care Housing provision at Downing Court • Results of Tenant Information Survey • Development of Local Offers (Tenants Services Authority) • Work Programme 2010/11 • Performance Monitoring 	Members' Training Session - The role of Tenancy and Building Services
12 July 2010	<ul style="list-style-type: none"> • Tenant STATUS Survey • Estate Improvements Programme 2010/11 • Report to TSA on National Standards • Update from National Housing Conference • Review and Update of Cleaning Contracts • Work Programme 2010/11 • Performance Monitoring 	
20 September 2010	<ul style="list-style-type: none"> • Tenant & Leaseholder Involvement Local Offer (Incl. Tenant Participation Agreement) • Update on Former Tenant Rent Arrears Recovery • Home Local Offer 	

20 September 2010 cont'd....	<ul style="list-style-type: none"> • Equality Impact Assessments • Work Programme 2010/11 • Updated report to TSA on National Standards • Performance Monitoring 	
15 November 2010	<ul style="list-style-type: none"> • Neighbourhood and Community Local Offer • Review of Sheltered Housing • Review of Disabled Adaptations Policy • Work Programme 2010/11 • Performance Monitoring 	
24 January 2011	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2010/11 and preliminary draft work programme for 2011/12 • Housing Revenue Account including the Housing Capital Programme for 2011/12 • Performance Monitoring 	
21 March 2011	<ul style="list-style-type: none"> • Results of Tenant STATUS Survey • Update on Sheltered Housing Review • Review of the Annual Work Programme for 2010/11 and Final Consideration of Draft Work Programme for 2011/12 • Performance Monitoring • Estate Improvements Programme 2011/12 	