



Minutes of the Housing Tenancy Board

*Minutes of a meeting held on 11 July 2011
at the Civic Offices, Fareham*

PRESENT: Councillor P J Davies
(Chairman)

Councillor Mrs M Nadolski
(Vice-Chairman)

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

Co-opted members: Mr M Busby, Alderman E Crouch, Mrs P Weaver and Mr G Wood.

Also Present: Councillor B Bayford, Executive Member for Housing.

1. APOLOGIES FOR ABSENCE

There were no apologies for absence

2. MINUTES

RESOLVED that the minutes of the meeting of the Housing Tenancy Board held on 6 June 2011 be confirmed and signed as a correct record (attached [ht-110606-m](#));

With the agreement of the Chairman, Mr Wood, raised a number of questions concerning the reports to which the following minutes relate:-

(i) Minute 13 - Council's Approach to the Digital Switchover - Options Appraisal

The Director of Community and Streetscene answered a number of questions concerning costs and installation of the preferred option, (Integrated Reception Systems), agreed by the Panel at its meeting on 6 June 2011. It was suggested for a reply to any further more technical information or details, Mr Wood be advised to contact the Head of Building Services direct.

(ii) Minute 14 - Performance Monitoring - Tenancy Services

A question was raised about the budget available to fund housing estate and environmental improvement schemes and how the money had been spent. The Director of Community and Streetscene advised that a report would be made to the Board in November 2011 to update members on the Estates Improvement Programme for 2011/12. A further report would be made at the March 2012 meeting to consider the programme for the following year and provide details as to which of the proposed projects would be taken forward. The Tenant and Leaseholder Forums were requested to continue to put forward suggestions for possible schemes. It was agreed that the Forums would be consulted and kept informed of the schemes to be progressed via the Tenant Involvement Officer. The Chairman suggested it would be useful to receive a report from the Tenant's Forum detailing the issues discussed.

3. CHAIRMAN'S ANNOUNCEMENTS

There were no announcements made at the meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made at this meeting.

5. DEPUTATIONS

There were no deputations made at the meeting.

6. HOUSING TENANCY BOARD WORK PROGRAMME 2011/12

The Board considered a report by the Director of Community and Streetscene which reviewed the Board's Work Programme for 2011/12 (copy of report [ht-110711-r01-jsh](#) circulated with agenda and appended to signed minutes).

It was AGREED that:-

- (a) the Work Programme for 2011/12, incorporating the revisions referred to in paragraph 2 of the report be agreed; and
- (b) the agreed Work Programme for 2011/12, attached as Appendix A to these minutes, be submitted to the Executive for information.

7. HOUSING GROUNDS MAINTENANCE

The Board considered a report by the Director of Community and Streetscene which provided information about the Grounds Maintenance Service for Council Housing land (copy of report [ht-110711-r02-jsh](#) circulated with agenda and appended to signed minutes).

The Operations Manager for the Grounds Maintenance Service was present to answer members' questions particularly with regard to the nature and frequency of the work undertaken. Members were advised that if there were any particular problems/concerns in an area e.g. overhanging hedges, the matter could be reported

ht-110711-m.doc

to the Grounds Maintenance Team to be dealt with on a one-off basis. Details of problems in specific areas reported at the meeting were noted.

Reference was made to the ways in which service performance is monitored as identified in paragraph 6 of the report. It was suggested that, where appropriate, it would be helpful if sheltered housing wardens also provided feedback.

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

8. MOBILITY SCOOTER STORAGE POLICY (DRAFT)

The Board considered a report by the Director of Community and Streetscene which invited the Panel to comment upon a draft policy in respect of the storage of mobility scooters at Council Housing sites (copy of report [ht-110711-r04-jsh](#) circulated with agenda and appended to signed minutes).

The Chairman invited members to consider the main issues regarding assessment of need, how to identify where there is a requirement for storage facilities and how this requirement could be fulfilled. It was noted that in terms of scooter storage provision a further audit of use and demand would be carried out over the summer months with a view to identifying sites where storage or additional storage might be provided. It was also noted that the policy does contain an assessment of need in that permission for use of a mobility scooter is based on medical factors.

Overall members felt that the proposed charge of 50p per week, to cover the storage, charging and testing of mobility scooters in designated storage facilities, was insufficient and it was felt that further investigation into the costs should be carried out. Additionally, it was proposed that adequate provision for storage of mobility scooters should be incorporated in new build sheltered housing schemes.

The Board was advised that, subject to revision to the Policy to take account of members' comments, consultation on the revised policy would take place with the Tenant Forums over the summer. It was intended that a final draft policy would be presented to the Board in the Autumn 2011.

It was AGREED that:-

- (i) the draft Mobility Scooter Storage Policy be revised to take account of the views and comments of the Housing Tenancy Board made at the meeting;
- (ii) consultation take place with the Tenant Forums on the amended Policy; and
- (iii) following the above consultation, a final draft Mobility Scooter Storage Policy be presented to the Board in Autumn 2011.

9. COLLINGWOOD HOUSE - PROGRESS WITH REDEVELOPMENT PLANS

The Board considered a report by the Director of Community and Streetscene which outlined the progress that is being made with the redevelopment of Collingwood House, including bidding for funding from the Homes and Communities Agency (HCA) and the appointment of architects (copy of report [ht-110711-r05-afi](#) circulated with agenda and appended to signed minutes).

It was reported that 4 tenant representatives from Collingwood House had been selected to sit on the "Design Panel" set up as part of the selection process for the appointment of architects. It was expected that the representatives would work closely with officers on the redevelopment plans and the intention was for one of more of the tenant representatives to attend future sheltered housing meetings to keep other residents informed of progress.

The Chairman reminded members that, together with the above tenant representatives, the proposed "Design Panel" was to comprise the Executive Member for Housing, Chairman of the Housing Panel and Chairman of the Housing Tenancy Board. The Chairman proposed that Alderman Crouch and Councillor Mrs Trott also be invited to sit on the Panel.

Reference was made to the provisional programme for the redevelopment project as detailed in the report. It was anticipated that the outcome of the bid from the Homes and Community Agency (HCA) would be known shortly.

It was AGREED that:-

- (a) the progress that is being made with the redevelopment proposals be noted;
- (b) together with the Tenant representatives from Collingwood House, the following members of the Housing Tenancy Board be nominated to be part of the Panel set up to assist in the selection process for the project architects:-
Chairman of the Housing Tenancy Board;
Alderman E Crouch;
Councillor Mrs K K Trott; and
- (c) The 8 properties at Gibraltar Close be included as part of the redevelopment proposals.

(The meeting started at 6:00pm
and ended at 7:12pm)

APPENDIX A

HOUSING TENANCY BOARD – WORK PROGRAMME 2011/2012

Date	Subject	Training Session/ Workshop
6 June 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Appointment of Co-opted Tenant Representative • Performance Monitoring (2010-2011) • Housing Stock Condition Survey • Housing Capital Programme 2011/12 • Review of Housing Allocations Policy - Frosthole Close • Supporting People - Strategic Review of Older Persons Services • Council's Approach to the Digital Switchover - Options Appraisal 	
11 July 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Collingwood House - Progress with Redevelopment Plans • Housing Grounds Maintenance • Mobility Scooter Storage Policy (draft) 	
19 Sept 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Annual report to Tenants • Sheltered Housing Review - An Update (including Collingwood House Feasibility Study) • Regulation of Social Housing - An Update • Welfare Reforms - Update on Government Proposals 	

Date	Subject	Training Session/ Workshop
19 Sept 2011 (cont'd)	<ul style="list-style-type: none"> • Review of Housing Allocations Policy - Frosthole Close • Performance Monitoring (Apr-Jun 2011) 	
14 November 2011	<ul style="list-style-type: none"> • Work Programme 2011/12 • Performance Monitoring (Period Jul-Sep 2011) • Housing Revenue Account reform - An Update • Extra Care Provision at Downing Court • Former Tenant Debt Recovery • Update on Estates Improvement Programme 2011/12 	
23 January 2012	<ul style="list-style-type: none"> • Preliminary Review of the Work Programme for 2011/12 and preliminary draft work programme for 2012/13 • Performance Monitoring (Period Oct-Dec 2011) • Housing Revenue Account including the Housing Capital Programme for 2012/13 • Supporting People - Outcome of Strategic Review of Older Persons Services • Tenancy Strategy 	
19 March 2012	<ul style="list-style-type: none"> • Review of the Annual Work Programme for 2011/12 and Final Consideration of Draft Work Programme for 2012/13 • Estate Improvements Programme 2012/13 • Review and Update of Local Standards 	