

# HOUSING STANDARDS BOARD

## Minutes

6 December 2016

7.00pm – 8.40pm

### PRESENT:

#### Committee Members

Cllr Mark Wilkinson (MW) (Chairman),  
Cllr Bill Pryor (BP)  
Cllr Simon Carter

Darrell Thomas

#### Officers:

Andrew Murray (AM)  
Zulfi Kiani (ZK)  
Cara Coxhead (CC)  
Wendy Makepeace (WM)  
Jim Preston (JPr)  
Nigel Perks (NP)  
Jenny Pearce (JP)

#### Tenant Representatives:

##### **Property Standards Panel:**

Hugh Hoad (HH)

##### **Tenancy Standards Panel:**

None

#### Leasehold Representative:

|    |  | Action                     |
|----|--|----------------------------|
| 1. | <b><u>Apologies &amp; Welcome</u></b><br><br>Cllr Bob Davis (BD), Jane Steer (JS), Sheila Robson (SR), Jo West (JW).<br><br>Nigel Perks was introduced as the new Assistant Senior Housing Manager for Property. | <br><br>Noted<br><br>Noted |
| 2. | <b><u>Declaration of Interest</u></b><br><br>Cllr Simon Carter declared an interest in HTS Group.  | <br><br>Noted              |
| 3. | <b><u>Minutes of last meeting (08.11.16) and Matters arising</u></b><br><br>The minutes were agreed.<br><br>The meeting board in the Foyer at the Civic Centre now shows the correct start time of the HSB.      | <br><br>Noted<br><br>Noted |
| 4. | <b><u>Cabinet Work plan 2016/17</u></b><br><br>The work plan was noted.  | <br><br>Noted              |
| 5. | <b><u>Letter from Gavin Barwell MP, Minister for State for Housing and Planning and Minister for London re: The Autumn Statement.</u></b><br><br>The letter was noted.   | <br><br>Noted              |
| 6. | <b><u>Briefing Notes:</u></b>  |                            |

|                  |  |   |
|------------------|--|---|
|                  | <p>The briefing notes and the following were noted</p> <p>a) <i>Housing Revenue Account (HRA) Business Plan 2016-2042.</i> Essex County Council has advised that it is reducing all Supported Housing funding from April 2017, which will have an impact on the HRA Business Plan.</p> <p>b) <i>Joint Finance and Performance Report Quarter 2 2016/17.</i> Concern was raised as to the increase in demand for bed/breakfast and temporary accommodation. The Council has put in a bid for a Street Homeless Grant. There are a number of London Boroughs who are putting people into temporary accommodation in Harlow but this kept under review.</p> <p>c) <i>Award of Asset Management Services Framework Agreement.</i> It was confirmed that when a contractor is in a property a “tool kit” is left with contact details should it be required. This was discussed and agreed at Round Table Review. Details to be brought to January HSB.</p>   | <p>Noted</p> <p>Noted</p> <p>WM</p>                 |
| <p><b>7.</b></p> | <p><b>Housing Performance Reports</b></p> <p>The reports and the following was noted:</p> <p>a) <i>Housing Management</i><br/> BVPI 66A (rent collection) in monetary terms, arrears are £906,815.96. If there was no historic debt (i.e. applied only for this year)</p> <p>Week 21 would have a debt of £810,382 (4.34% recovery)<br/> Week 34 would have a debt of £766,953 (2.54% recovery).</p> <p>Former Tenant arrears at week ending 30 October 2016 was £1,174,025.56. Actively trying to reduce this amount.</p> <p>BVPI 212 (average relet times). Concern that due to the demobilisation of Kier Harlow Ltd and the Christmas shutdown that the target dates of 17 days may not be met.</p> <p>b) <i>Modern Homes Works Programme.</i> If the external works being completed by Mulalley’s is not started within this financial year the budget amount will be rolled over to the next financial year.</p> <p>It was requested that special thanks be passed to the team for the work that has been carried out this year.</p> | <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |
| <p><b>8.</b></p> | <p><b>Current Consultations:</b></p>   |   |

|            |   |        |
|------------|---|--------|
|            | None.   | Noted  |
| <b>9.</b>  | <b>Formal questions and answers</b><br><br>None   | Noted  |
| <b>10.</b> | <b>Any other Business</b><br><br>Concern was raised with regards a breakdown in heating at Risdens. The processes were confirmed and it was recognised a number of people failures were experienced. A review of use of the process, when a repair breakdown occurs is to be undertaken. A reminder to all contractors involved to be made, and roles and responsibilities confirmed. | WM/JPr |

The Date of the Next meeting is: 24 January 2017.

There were Minutes of the Environmental SIT meetings held on 5 October 2016 and 2 November 2016 attached for information only. .

### **Background Papers**

NB: These are papers referred to in the minutes of this meeting and are not attached as appendices but that are available for the public or Councillors to study.

There were no additional reports.