

# Minutes

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## Housing Committee Tuesday, 11th October, 2022

### Attendance

Cllr White (Chair)	Cllr Kendall
Cllr Mrs Pearson (Chair)	Cllr McLaren
Cllr Cuthbert	Cllr Slade
Cllr Mrs Davies	
Cllr Mrs Hones	

### Apologies

Cllr S Cloke

### Substitute Present

Cllr Lewis

### Also Present

Cllr Barber  
Cllr Sankey

### Officers Present

Angela Abbott	- Corporate Manager - Housing Needs and Independent Living
Niamh Butler	- Governance and Member Support Officer
Nicola Marsh	- Corporate Manager - Housing Estates
Paulette McAllister	- Programme Lead - Strategic Housing Development Programme
Claire Mayhew	- Corporate Manager (Democratic Services) and Deputy Monitoring Officer
Julian Higson	- Interim Director of Housing
Danny Hughes	- Surveying Director - Hamson Barron Smith

## 192. Apologies for absence

Apologies were received from Cllr Cloke, with Cllr Lewis substituting.

### **193. Minutes of Previous Meeting**

The minutes of the Housing Committee held on the 27<sup>th</sup> June 2022 were approved as a true record.

### **194. Variation of the agenda**

Cllr White proposed to vary the agenda and take Items 10, 11 and 12 ahead of Item 9 which was to be discussed in private session. This was approved by members.

### **195. Chairs Update**

The report began on page 9 which highlighted the work the Housing Department have done.

Cllr White welcomed Julian Higson, the new Interim Director of Housing to the team as well as Carol Burton, the new Interim Corporate Manger – Technical Services.

### **196. Harewood Regeneration**

A presentation was given by Danny Hughes from Hamson Barron Smith alongside Paulette McAllister detailing the Harewood Regeneration Project to committee members.

### **197. Key Performance Indicators**

Key Performance indicators are collected across all services in the Housing Department and help monitor how they are performing across a set list of key areas.

The report presented these Key Performance Indicators to Members of the Housing Committee with a commentary for each one which details why they are under performing and noting where a high level of performance has been achieved.

This item was for information only and no vote was required.

### **198. Policy Schedule**

The report is for members to note and presents the Policy Review Schedule to ensure that the Housing Department has the relevant Strategies and Policies in place in order to provide a clear framework of its responsibilities.

This item was for information only and no vote was required.

## **199. Aids and Adaptation Policy**

The report presented the Aids & Adaptations Policy (2022-2027) which covers the Aids and Adaptations placed into the Council's Housing Revenue Account (HRA) properties.

The policy replaces the Aids & Adaptations Policy, which was approved by the Community, Health & Housing Committee on the 5th March 2018.

The policy provides a clear framework to manage adaptations within its Housing Stock to ensure that properties already adapted for disabled needs are utilised before further adaptations are completed.

A motion was **MOVED** by Cllr White and **SECONDED** by Cllr Pearson to agree the recommendation to this report.

Following a full discussion, it was **RESOLVED UNANIMOUSLY** that:

**Members are asked to:**

**R1. To approve the Aids & Adaptations Policy included in Appendix A.**

**Reasons for Recommendation**

To ensure our current policy is transparent and covers our aims and objectives.

## **200. Succession Policy**

The report presented the Succession Policy (2022-2027) to the Committee for approval.

The policy provides a clear framework for when considering applications for Statutory succession of tenancy in accordance with the Housing Act 1985 and the amendments in the Localism Act 2011 and where a Statutory Succession has already taken place consideration under the Local Policy to ensure that the Council is transparent in its processes and procedures.

A motion was **MOVED** by Cllr White and **SECONDED** by Cllr Pearson to agree the recommendation in the report.

Following a full discussion, it was **RESOLVED UNANIMOUSLY** that:

**Members are asked to:**

**R1. To approve the Succession policy included in Appendix A.**

**Reasons for Recommendation**

To ensure that the Housing Department has a policy covering the way that applications for Succession are managed and how tenants/applicants will be treated.

As agreed earlier in the meeting, the agenda was varied to address Item's 10, 11 and 12 ahead of Item 9.

## **201. Member estate visits**

The report presented the Member Estate Inspection Schedule.

A motion to amend the recommendations was **MOVED** by Cllr White and **SECONDED** by Cllr Pearson to remove R2 and amend R1 to read as follows:

R1. To approve a member estate inspection schedule to be maintained on an ongoing basis

Following a full discussion, it was **RESOLVED UNANIMOUSLY** that:

**Members are asked to:**

**R1. To approve a member estate inspection schedule to be maintained on an ongoing basis by officers.**

**R3. Members are requested to approve the setting up of a Cross Party Working group to review overall outcomes of Estate Inspections to be presented at future committees.**

### **Reasons for Recommendation**

To provide members with a clear overview of the condition of our estates and progress of the Strategic Housing Delivery Programme.

Cllr White moved standing orders to continue for thirty minutes, this was agreed by committee members.

## **202. Strategic Housing Development Programme**

The report summarised progress of the development of a pipeline of new affordable homes through the development and regeneration of various Housing Revenue Account (HRA) owned sites. As a reminder, this Strategic Housing Delivery Programme (SHDP) is made up of two distinct elements, 1) the regeneration of Brookfield Close and Courage Court, Hutton to develop 62 zero carbon homes alongside the Harewood Regeneration Project consisting of around 40 new zero carbon homes, and 2) the development of a range of smaller HRA sites to deliver a further 80 Zero Carbon homes on a further 8 council owned sites.

The Council's Corporate Strategy 'Brentwood 2025' commits to Introducing "innovative Carbon reduction and absorption schemes", "identify opportunities for low emission and green developments" and using "brownfield sites efficiently, such as council owned garage sites, to provide affordable homes...".

This item was for information only and no vote was required.

### **203. Urgent Business**

There were no items of urgent business to be discussed.

### **204. Exclusion of the press and public**

Cllr white **MOVED** and Cllr Pearson **SECONDED** that the public were excluded from Item 9 on the grounds that it may disclose exempt information as defined in schedule 12A of the Local Government Act 1972. This was approved by committee members.

### **205. Balcony Project Contract Approval**

The Council is responsible for the management and maintenance of its housing stock and members may be aware of the significant maintenance requirement to the timber balconies at Whittington Road and Colet Road. The report seeks the committee's approval to seek tenders for the works as set out in this report.

Cllr White **MOVED** and Cllr Pearson **SECONDED** that the wording of the recommendation was changed from "to issue" to "select and award". This was agreed by all committee members.

Following a full discussion, it was **RESOLVED UNANIMOUSLY** that:

**Members are asked to agree:**

**R.1. That delegated authority is given to the Strategic Director and, Section 151 officer acting in consultation with the Housing Committee to seek the Council's approval to select and award the tender for the replacement balconies Capital project as set out in this report.**

#### **Reasons for Recommendation**

The balconies form part of the amenity space for each flat and part of their leasing arrangements and so the Council are required to make the necessary repair or replacements to fulfil its obligations.

The meeting concluded at 9:11pm.

