

# Minutes

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## **Housing and Health Committee Wednesday, 5th November, 2014**

### **Attendance**

Cllr Carter (Chair)	Cllr Le-Surf
Cllr Mrs Davies (Vice-Chair)	Cllr McCheyne
Cllr Baker	Cllr Parker
Cllr Mrs Hones	Cllr Tee
Cllr Mrs Hubbard	

### **Substitute Present**

Cllr Hirst (substituting for Mrs Henwood)

### **Also Present**

Maureen Montgomery	Co Optee (Tenants Talkback Representative)
Linda Skinner	Co Optee (Tenants Talkback Representative)

### **Officers Present**

Keith Carter	Property Manager
Jo-Anne Ireland	Acting Chief Executive
Helen Gregory	Interim Head of Housing
Claire Hayden	Governance and Member Support Officer
Christopher Potter	Monitoring Officer and Head of Support Services

## **245. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Henwood.

## **246. Minutes of previous meeting**

The minutes of the Housing and Health Committee held on 10<sup>th</sup> September 2014 were signed by the Chair as a correct record.

## **247. Performance Report**

The regular performance report was presented to the committee for monitoring.

In addition to the four main headline key performance indicators (KPI's) also reported was KPI's on the new repairs Contractors Waites, Living Space and Oakray Limited.

Importantly, also included is the Gas Servicing KPI for regular performance monitoring by the Committee.

We are pleased to report early signs of performance improvement as a result of the work being undertaken in the KPI workshops. A commentary was provided for each KPI in the body of the report.

A motion was **MOVED** by Cllr Carter and **SECONDED** by Cllr Mrs Davies to receive the recommendation as set out in the report. A vote was taken by a show of hands. It was

**RESOLVED UNANIMOUSLY** to agree:-

2.1 For Members to note the contents of the report.

## **248. Affordable Housing Strategy - update**

The report set out the next phases to develop the detail of the Affordable Housing Strategy and gives an overview of the discussions from the Member and Officer workshop held on 6 October 2014.

The Affordable Housing Strategy will provide a framework for the development of Affordable Housing for the residents of Brentwood; and to establish a specific priority of development opportunities for 2015/16 and beyond.

A Motion was **MOVED** by Cllr Carter and **SECONDED** by Cllr Mrs Davies to receive the recommendations as set out in the report.

An **AMENDMENT** to recommendation 2.2. was **MOVED** by Cllr Hirst and **SECONDED** by Cllr Tee, which was accepted by the Cllr Carter, who requested a further amendment.

A vote was taken by a show of hands and it was **RESOLVED**:

- 2.1 That authority be granted to progress the detail of the Affordable Housing Strategy; and prepare a draft development programme for 2015/2016.
- 2.2 That the Hallsford Bridge site be referred back to the Assets and Enterprise Committee *with a request from the Housing and Health Committee to sell and the proceeds be used for affordable housing within the Tipps Cross Ward, if land or sites are available.*

#### **249. Essex Landlords Accreditation Scheme**

Update on the Essex Landlord Accreditation Scheme (ELAS), as previously discussed at Committee on the 9<sup>th</sup> July 2014 (agenda item 7). To re-iterate the ELAS scheme has been setup to promote and encourage landlords of privately rented homes to manage their properties to a high standard. Local Authority involvement will help to achieve the best level of management and will enable effective engagement in terms of securing positive relationships to encourage improvement in local housing.

The Vice Chair and Acting Head of Housing attended the ELAS launch event on the 25<sup>th</sup> September 2014 at Kelvedon Park, Essex. The event demonstrated the benefits of an integrated county-wide approach to engagement between Local Authorities and the private rented sector.

A Motion was MOVED by Cllr Carter and SECONDED by Cllr Mrs Davies to receive the recommendations as set out in the report. A vote was taken by a show of hands. It was

**RESOLVED UNANIMOUSLY to:-**

- 2.1 The Committee is asked to note the contents of Appendix A below [relating to legal questions arising out of the last meeting]; and to approve and confirm Brentwood joining the Essex Landlord Accreditation Scheme.
- 2.2 The Committee is asked to approve the use of monies from the Homelessness Prevention Fund to cover related setup expenditure; to include such matters as marketing, press and postage. The amount requiring approval is no greater than £5,000 to cover related expenditure.

## **250. Garage Development Sites**

The Council owns a range of garage sites across the borough which are underused and hard to let. Members agreed at Housing Committee in September that officers should identify the potential redevelopment of sites that provided an immediate opportunity for new affordable housing.

Three sites have been identified, that subject to surveys of utilities, provide opportunities for redevelopment. These sites will potentially provide twelve new homes at a cost of £1.64m.

The Committee are requested to agree to develop the individual scheme designs, seek outline planning approval for each site and consult local residents.

A Motion was MOVED by Cllr Carter and SECONDED by Cllr Mrs Davies to receive the recommendations as set out in the report.

An AMENDMENT to recommendation 2.5 was MOVED by Cllr Hirst, which was accepted by the Cllr Carter. A vote was taken by a show of hands. It was

**RESOLVED UNANIMOUSLY** to agree:-

- 2.1 Seek outline planning approval for development of three homes at Magdalen Gardens CM13 1RL**
- 2.2 Seek outline planning approval for development of six homes of Fawters Close CM13 2SY**
- 2.3 Seek outline planning approval for development of three homes at Fielding Way CM13 1JN**
- 2.4 Incur fees up to £120,000 funded from this year's HRA capital budget to prepare outline planning application for three sites.**
- 2.5 Incur additional fees *up to* £90,000 to develop detailed designs and tender documentation if outline planning is granted.**
- 2.6 To undertake procurement to appoint a suitable developer/partner to deliver each scheme.**

**251. Appointment of Consultant to undertake Option Appraisal on Procurement of a Choice Based Lettings system**

The Council currently operates a Choice Based Lettings (CBL) System to advertise all properties that are available for letting.

The current service has been provided by Locata (Housing Services) Limited since 1st June 2007. The contract is due to expire in June 2015.

The Council needs to begin to plan the procurement process in order to re-tender the contract.

A Motion was MOVED by Cllr Carter and SECONDED by Cllr Mrs Davies to receive the recommendations as set out in the report. A vote was taken by a show of hands. It was

**RESOLVED UNANIMOUSLY to:-**

**2.1 To appoint Cameron Consulting (UK) Limited to undertake and complete the soft market testing exercise in advance of Choice Based Lettings Contract with Locata expiring in June 2015 upon the terms and conditions set out in the Agreement negotiated by the Consortium on behalf of the Council and attached in Appendix A to this report.**

**252. Fees and Charges**

Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided.

Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

A Motion was MOVED by Cllr Carter and SECONDED by Cllr Mrs Davies to receive the recommendations as set out in the report.

A vote was taken by a show of hands and in accordance with Rule 9.2 of the Council Procedure Rules, the Chair exercised his casting vote and the MOTION was **CARRIED**.

**2.1 Members agree to freeze the proposed Fees and Charges at 2014/15 levels as outlined within the report, which will then be incorporated within the 2015/16 Budget.**

**2.2 That a further report be presented to this Committee providing details of the outcome of the planned review of the current**

**charging policies, which will then inform the 2016/17 charging levels.**

**253. Urgent Business**

There were no items of Urgent Business.

**254. Local Government Act 1972 - Exclusion of Press and Public**

Not applicable.

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