

TONBRIDGE AND MALLING BOROUGH COUNCIL

STRATEGIC HOUSING ADVISORY BOARD

Monday, 19th July, 2010

Present: Cllr Ms J A Atkinson (Chairman), Cllr Mrs B A Brown (Vice-Chairman), Cllr A W Allison, Cllr D J Cure, Cllr Mrs C A F Grant, Cllr R D Lancaster, Cllr Ms S V Spence and Cllr Mrs C J Woodger.

Councillors Mrs Anderson, Balfour, Bolt, N Heslop and Worrall were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillors Miss Moloney, Rogers, Mrs Simpson and D Smith.

PART 1 - PUBLIC

SH 10/028 DECLARATIONS OF INTEREST

Councillor N Heslop declared a personal interest in any items that might refer to the Bridge Trust on the grounds that he was a member of their Board.

SH 10/029 MINUTES

RESOLVED: That the notes of the meeting of the Strategic Housing Advisory Board held on 17 May 2010 be approved as a correct record and signed by the Chairman.

SH 10/030 GLOSSARY FOR STRATEGIC HOUSING ADVISORY BOARD

The Director of Health and Housing submitted a glossary of terms used within the reports to the Advisory Board.

SH 10/031 PRESENTATION BY LIZ TOTMAN, HEAD OF SPECIALIST CHILDREN'S SERVICES, KENT COUNTY COUNCIL

The Advisory Board received a presentation from Liz Totman, Head of Specialist Children's Services, Kent County Council, in which she outlined progress made with clearing the 'backlog' on the children's occupational therapy waiting list for housing adaptations.

MATTERS FOR RECOMMENDATION TO THE CABINET

SH 10/032 WEST KENT HOMELESSNESS STRATEGY: TOWARDS 2010 (2007)- PROGRESS UPDATE

Decision Notice D100077MEM

Further to Decision No D100018MEM the joint report of the Director of Health and Housing and the Cabinet Member for Housing summarised progress toward achieving the objectives set out in the original action plan 2007-2010, presented details of the revised action plan for the period July 2010-2011 and outlined the draft timetable for the review of the West Kent Homelessness Strategy.

RECOMMENDED: That

- (1) the West Kent Homelessness Strategy Action Plan 2010-2011 be approved;
- (2) progress made in respect of the West Kent Homelessness Strategy Action Plan 2007-2010 be noted; and
- (3) the draft timetable for the review of the West Kent Homelessness Strategy be noted.

SH 10/033 ADMINISTERING THE CLG'S REPOSSESSION PREVENTION FUND

Decision Notice D100078MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing sought endorsement of the principles which underpinned the procedure for administering the Repossession Prevention Fund awarded to the Borough Council by the Department for Communities and Local Government (CLG). Annex 1 to the report defined the procedures and circumstances under which the fund could be used to prevent homelessness.

RECOMMENDED: That the principles of the repossession prevention fund procedure, including the use of small loans and grants in the defined circumstances described in the report, be endorsed.

MATTERS SUBMITTED FOR INFORMATION

SH 10/034 HOUSING NEEDS UPDATE

The report provided an update on the activity of the Housing Options, Homelessness and Housing Register Services.

**SH
10/035** **INTERNAL AUDITS 2009/10**

The report outlined progress made in implementing the recommendations arising from the internal audits of the homelessness function and of the housing register and Kent Homechoice lettings scheme.

**SH
10/036** **PRIVATE SECTOR HOUSING UPDATE**

The report of the Director of Health and Housing updated Members on the outcomes of housing assistance and disabled facilities grant spend in 2009/10; the evaluation of customer feedback for 2009/10; the meeting of the in touch Home Improvement Agency Advisory Group held on 1 June 2010; the Disabled Facilities Grant notional allocation agreement made with Russet Homes for 2010/11 and the number of children awaiting Occupational Therapy assessment within the Tonbridge and Malling area.

**SH
10/037** **STRATEGY AND ENABLING UPDATE**

The report of the Director of Health and Housing provided details of progress made by the Council's Registered Social Landlord partners in providing new affordable housing in the Borough. The report summarised the programmes for 2009/10 to 2011/12 and provided updates on housing strategy matters.

**SH
10/038** **THE HCA SINGLE CONVERSATION PROCESS**

The report provided an update on progress made by the Council's housing and planning officers with the Single Conversation process. Concern was expressed about the timescales involved in this process (now known as the Local Investment Plan) and the lack of engagement between the Home and Communities Agency and the Council at member level.

**SH
10/039** **EXTERNAL CONSULTATIONS**

The report set out details of external consultations responded to since the last meeting of the Advisory Board.

MATTERS FOR CONSIDERATION IN PRIVATE

**SH
10/040** **EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

RESOLVED: That, as public discussion would disclose exempt information, the following matters be considered in private.

PART 2 - PRIVATE

MATTERS FOR RECOMMENDATION TO THE CABINET

**SH
10/041**

**KENT FIVE-YEAR SUPPORTING PEOPLE STRATEGY 2010-2015
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

Decision Notice D100079MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing provided a summary of the current position of the Kent Five-Year Supporting People Strategy and sought endorsement of the approach taken to ensure that local people were not disadvantaged by any forthcoming change to the contract which delivered floating support to older people.

RECOMMENDED: That the approach taken to ensure that the housing-related support needs of households in the Borough continue to be met be endorsed.

MATTERS SUBMITTED FOR INFORMATION

**SH
10/042**

**SERVICE OF STATUTORY NOTICES
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

Members noted the Statutory Notices served since the last meeting of the Advisory Board.

The meeting ended at 2135 hours

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Housing**

Decision No: D100077MEM

Date: 19th July 2010

Decision(s) and Reason(s)

West Kent Homelessness Strategy: Towards 2010 (2007)- Progress Update

(Joint report of Director of Health and Housing and Cabinet Member for Housing)

(Annex 1)

(Annex 2)

Further to Decision No D100018MEM the report summarised progress toward achieving the objectives set out in the original action plan 2007-2010, presented details of the revised action plan for the period July 2010-2011 and outlined the draft timetable for the review of the West Kent Homelessness Strategy.

Following consideration by the Strategic Housing Advisory Board, the Cabinet Member for Housing resolved that:

- 1) the West Kent Homelessness Strategy Action Plan 2010-2011 be approved;
- 2) progress made in respect of the West Kent Homelessness Strategy Action Plan 2007-2010 be noted; and
- 3) the draft timetable for the review of the West Kent Homelessness Strategy be noted.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 19 July 2010.

Signed Cabinet Member for J Anderson
Housing:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

This decision will come into force and may then be implemented on the expiry of 5 working days after publication unless it is called in.

TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

Decision Taken By: CABINET MEMBER FOR

Housing

Decision No: D100078MEM

Date: 19th July 2010

Decision(s) and Reason(s)

Administering the CLG's Repossession Prevention Fund

**(Joint report of Director of Health and Housing and Cabinet Member for Housing)
(Annex)**

The report sought endorsement of the principles which underpinned the procedure for administering the Repossession Prevention Fund awarded to the Borough Council by the Department for Communities and Local Government (CLG). Annex 1 to the report defined the procedures and circumstances under which the fund could be used to prevent homelessness.

Following consideration by the Strategic Housing Advisory Board, the Cabinet Member for Housing resolved that the principles of the repossession prevention fund procedure, including the use of small loans and grants in the defined circumstances described in the report, be endorsed.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 19 July 2010.

Signed Cabinet Member for J Anderson
Housing:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

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TONBRIDGE & MALLING BOROUGH COUNCIL

RECORD OF DECISION

**Decision Taken By: CABINET MEMBER FOR
Housing**

Decision No: D100079MEM

Date: 19th July 2010

Decision(s) and Reason(s)

**Kent Five-Year Supporting People Strategy 2010-2015
(Reason: LGA 1972 Sch 12A Para 3 - Financial or business affairs
of any particular person)**

**(Joint report of Director of Health and Housing and Cabinet
Member for Housing)
(Annex)**

**The report provided a summary of the current position of the Kent
Five-Year Supporting People Strategy and sought endorsement of
the approach taken to ensure that local people were not
disadvantaged by any forthcoming change to the contract which
delivered floating support to older people.**

Following consideration by the Strategic Housing Advisory Board, the
Cabinet Member for Housing resolved that the approach taken to ensure
that the housing-related support needs of households in the Borough
continue to be met be endorsed.

Reasons: As set out in the report submitted to the Strategic Housing
Advisory Board of 19 July 2010 (contains exempt information).

Signed Cabinet Member for J Anderson
Housing:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

Date of publication: 23 July 2010

This decision will come into force and may then be implemented on the expiry of 5
working days after publication unless it is called in.