

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**STRATEGIC HOUSING ADVISORY BOARD**

**Monday, 21st February, 2011**

**Present:** Cllr Ms J A Atkinson (Chairman), Cllr Mrs B A Brown (Vice-Chairman), Cllr A W Allison, Cllr D J Cure, Cllr R D Lancaster, Cllr Miss A Moloney, Cllr Mrs E A Simpson and Cllr Mrs C J Woodger.

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

Apologies for absence were received from Councillors Rogers, D Smith and Ms Spence.

**PART 1 - PUBLIC**

**SH  
11/005      DECLARATIONS OF INTEREST**

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

**SH  
11/006      MINUTES**

**RESOLVED:** That the notes of the meeting of the Strategic Housing Advisory Board held on 8 November 2010 be approved as a correct record and signed by the Chairman.

**SH  
11/007      MINUTES**

**RESOLVED:** That the notes of the meeting of the Strategic Housing Advisory Board held on 10 January 2011 be approved as a correct record and signed by the Chairman.

**SH  
11/008      GLOSSARY**

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

**MATTERS FOR RECOMMENDATION TO THE CABINET**

**SH  
11/009      REVIEW OF THE WEST KENT HOMELESSNESS STRATEGY**

Decision Notice D110016MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing gave details of the draft West Kent Homelessness

Strategy for the period 2011-2016 which had been developed in partnership with Tunbridge Wells Borough Council, Sevenoaks District Council and partner agencies providing advice and services to households across West Kent. Members expressed concern that the aims and objectives of the strategy should be measurable and achievable within the resources available. It was further suggested that the strategy should cover the same period as the detailed Action Plan, namely to April 2013.

**RECOMMENDED:** That, subject to further discussion with the partner organisations regarding the concern that the aims and objectives of the strategy should be measurable and achievable within the resources available and should cover the same period as the detailed Action Plan, namely to April 2013, the draft West Kent Homelessness Strategy be endorsed for the purpose of consultation.

**SH  
11/010**

## **DEPOSIT BOND/RENT DEPOSIT SCHEME**

Decision Notice D110017MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing set out the background to the current Deposit Bond and Rent Deposit Scheme which had allowed the Council to avoid the long-term use of bed and breakfast and other temporary accommodation for homeless families.

Details were given of a recent independent appraisal of the scheme by colleagues from Gravesham Council's Housing Service which had been followed by a comprehensive review of the Deposit Bond and Rent Deposit policy and its accompanying procedures. The paper set out proposals to ensure that the scheme continued to offer an alternative to temporary accommodation, enabling eligible customers to access good quality housing in the private rented sector, whilst minimising (as far as possible) the level of financial exposure for the Council.

**RECOMMENDED:** That

(1) subject to the addition of a clause requiring the provision of an inventory as part of the letting agreement and to reduction of the indemnity period for rent arrears to four weeks, the Deposit Bond/Rent Deposit Scheme, as set out at Annex 1 to the report, be endorsed; and

(2) the scheme be subject to a further review in two years' time.

**SH  
11/011**

## **HOUSING ASSISTANCE POLICY**

Decision Notice D110018MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing proposed changes to the existing Housing Assistance Policy to reflect the housing assistance budget available for 2011/12.

**RECOMMENDED:** That:

- (1) the South Coast Moneyline loan scheme be explored further;
- (2) the No Use Empty Loan scheme be endorsed; and
- (3) the changes to the Council's Housing Assistance Policy be agreed.

**SH  
11/012**

**ENVIRONMENTAL HEALTH AND HOUSING ENFORCEMENT  
POLICY**

Decision Notice D110019MEM

The joint report of the Director of Health and Housing and the Cabinet Member for Housing set out details of a recent review of the Environmental Health and Housing Services Enforcement Policy and sought adoption of the updated policy. Consideration was given to the housing aspects of the policy, the environmental health and street scene functions being reported to the Local Environmental Management Advisory Board on 28 February 2011.

**RECOMMENDED:** That the current version of the Environmental Health and Housing Services Enforcement Policy be endorsed in respect of the housing functions.

**MATTERS SUBMITTED FOR INFORMATION**

**SH  
11/013**

**HOUSING NEEDS UPDATE**

The report provided updates on the activity of the Housing Options and Housing Register Services.

**SH  
11/014**

**PRIVATE SECTOR HOUSING UPDATE**

The report of the Director of Health and Housing provided updates on Disabled Facilities Grant spend to date in 2010/11; the Disabled Facilities Grant allocation for 2011/12; the waiting times/list for children's Occupational Therapy assessments; the West Kent Landlord Forum held on 26 January 2011 and presented the Minutes of the meeting of the in touch Home Improvement Agency Advisory Board held on 1 November 2010. With reference to the ongoing dialogue with Kent County Council regarding children's Occupational Therapy assessments, the Board was advised that the Leader and the Cabinet Member for Housing had written jointly to the County Council expressing this Authority's frustration on the apparent lack of progress with this matter.

**SH  
11/015**

**STRATEGY AND ENABLING UPDATE**

The report provided an update on progress made by the Council's Registered Social Landlord (RSL) partners in providing new affordable housing in the Borough, and summarised the programmes for 2010/11 and 2011/12. Details of progress on housing strategy matters were

also submitted.

**SH  
11/016**      **EXTERNAL CONSULTATIONS**

The report set out details of external consultations responded to since the meeting of the Advisory Board held on 8 November 2010.

**MATTERS FOR CONSIDERATION IN PRIVATE**

**SH  
11/017**      **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 SUBMITTED FOR INFORMATION**

**SH  
11/018**      **KENT FIVE-YEAR SUPPORTING PEOPLE STRATEGY 2010-2015  
(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business  
affairs of any particular person)**

The report of the Director of Health and Housing provided a brief outline of the present position regarding the contract which currently delivered floating support services to older people.

**SH  
11/019**      **EMPTY PROPERTY UPDATE  
(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business  
affairs of any particular person)**

The report provided an update on progress towards bringing long term empty properties back into use.

**SH  
11/020**      **SERVICE OF STATUTORY NOTICES  
(Reason: LGA 1972 - Sch 12A Paragraph 3 - Financial or business  
affairs of any particular person)**

Members noted the Statutory Notice served since the meeting of the Advisory Board held on 8 November 2010.

The meeting ended at 2047 hours

**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: CABINET MEMBER FOR**

**Housing**

**Decision No: D110016MEM**

**Date: 21st February 2011**

**Decision(s) and Reason(s)**

**Review of the West Kent Homelessness Strategy**

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

**(Annex 1a)**

**(Annex 1b)**

**(Annex 1c)**

**The report gave details of the draft West Kent Homelessness Strategy for the period 2011-2016 which had been developed in partnership with Tunbridge Wells Borough Council, Sevenoaks District Council and partner agencies providing advice and services to households across West Kent. Members expressed concern that the aims and objectives of the strategy should be measurable and achievable within the resources available. It was further suggested that the strategy should cover the same period as the detailed Action Plan, namely to April 2013.**

Following consideration by the Strategic Housing Advisory Board, the Cabinet Member for Housing resolved that, subject to further discussion with the partner organisations regarding the concern that the aims and objectives of the strategy should be measurable and achievable within the resources available and should cover the same period as the detailed Action Plan, namely to April 2013, the draft West Kent Homelessness Strategy be endorsed for the purpose of consultation.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 21 February 2011.

Signed Cabinet Member for J Anderson  
Housing:

Signed Leader: M Worrall

Signed Chief Executive: D Hughes

**Date of publication: 25 February 2011**

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: **D110017MEM**

Date: **21st February 2011**

### **Decision(s) and Reason(s)**

#### **Deposit Bond/Rent Deposit Scheme**

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

**The report set out the background to the current Deposit Bond and Rent Deposit Scheme which had allowed the Council to avoid the long-term use of bed and breakfast and other temporary accommodation for homeless families.**

**Details were given of a recent independent appraisal of the scheme by colleagues from Gravesham Council's Housing Service which had been followed by a comprehensive review of the Deposit Bond and Rent Deposit policy and its accompanying procedures. The paper set out proposals to ensure that the scheme continued to offer an alternative to temporary accommodation, enabling eligible customers to access good quality housing in the private rented sector, whilst minimising (as far as possible) the level of financial exposure for the Council.**

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Housing**

**Decision No: D110018MEM**

**Date: 21st February 2011**

### **Decision(s) and Reason(s)**

#### **Housing Assistance Policy**

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

**The report proposed changes to the existing Housing Assistance Policy to reflect the housing assistance budget available for 2011/12.**

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**Decision Taken By: CABINET MEMBER FOR**

**Housing**

**Decision No: D110019MEM**

**Date: 21st February 2011**

**Decision(s) and Reason(s)**

**Environmental Health and Housing Enforcement Policy**

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

**The report set out details of a recent review of the Environmental Health and Housing Services Enforcement Policy and sought adoption of the updated policy. Consideration was given to the housing aspects of the policy, the environmental health and street scene functions being reported to the Local Environmental Management Advisory Board on 28 February 2011.**

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