

**TONBRIDGE AND MALLING BOROUGH COUNCIL**

**STRATEGIC HOUSING ADVISORY BOARD**

**Monday, 25th February, 2013**

**Present:** Cllr Ms J A Atkinson (In the Chair), Cllr Mrs P Bates, Cllr Mrs J  
M Bellamy, Cllr D J Cure, Cllr Mrs S L Luck, Cllr M Parry-  
Waller, Cllr A G Sayer, Cllr D J Trice and Cllr Mrs C J  
Woodger.

Councillors Mrs Anderson, Balfour, N Heslop, Luker, Mrs Murray, Rhodes and Ms Spence were also present pursuant to Council Procedure Rule No 15.21.

Apologies for absence were received from Councillor Mrs B Brown (Chairman) and Councillor Lancaster (Vice-Chairman).

**PART 1 - PUBLIC**

**SH  
13/001**      **APPOINTMENT OF CHAIRMAN**

In the absence of both the Chairman and Vice-Chairman it was moved, seconded and

**RESOLVED:** That Councillor Ms Atkinson be appointed Chairman for the duration of the meeting.

**SH  
13/002**      **DECLARATIONS OF INTEREST**

There were no declarations of interest made in accordance with the Code of Conduct. However Councillor N Heslop referred to a potential interest in any items that might have implications for the Bridge Trust on the grounds that he was a member of its Board. Councillor Mrs Anderson also advised regarding any reference to the CAB that she was Chairman of Trustees of the Tonbridge and Malling Citizens Advice Bureau.

**SH  
13/003**      **MINUTES**

**RESOLVED:** That the notes of the meeting of the Strategic Housing Advisory Board held on 12 November 2012 be approved as a correct record and signed by the Chairman.

**SH  
13/004**      **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  
13/005

### **REVIEW OF THE HOUSING ALLOCATIONS SCHEME**

Decision Notice D130015MEM

The joint report of the Director of Health and Housing and Cabinet Member for Housing referred to the Council's duty to produce a housing allocation scheme explaining how affordable housing would be allocated. It was noted that the Localism Act 2011 permitted major revisions to existing housing allocation schemes to reflect local needs and reference was made to the proposed simplification of the way in which applicants were prioritised. Further to Decision No D120139MEM, the report proposed an amended consultation process and highlighted the changes to be included or excluded from the consultation.

It was requested that details of the definition of "local connection" be circulated to members of the Advisory Board and an appropriate training session on the outcome of the exercise be made available to all Members.

**RECOMMENDED:** That

- (1) the changes to the allocation scheme identified in section 1.4 of the report and recommended to be excluded from the consultation be approved;
- (2) the potential changes to be included within the consultation (section 1.5 of the report), and upon which a final decision for adoption will await the consultation outcome and be the subject of a further report, be approved;
- (3) the Director of Health and Housing be authorised to finalise the details of the consultation process in consultation with the Cabinet Member for Housing and the Chairman of the Strategic Housing Advisory Board; and
- (4) the timetable for the review and update of the housing allocation scheme set out in section 1.2 of the report, including the further reporting of final details for adoption, be approved.

SH  
13/006

### **UPDATE ON HOME IMPROVEMENT AGENCY SERVICE**

Decision Notice D130016MEM

The joint report of the Director of Health and Housing and Cabinet Member for Housing outlined the current position in relation to the contract for the Home Improvement Agency (HIA) service for West Kent which had been awarded by Kent County Council (KCC) to In Touch in October 2012.

The Director of Health and Housing reported the outcome of further

discussions with KCC which indicated that the same level of service as before would be delivered with minimal or no financial contribution from the Borough Council. There were some peripheral issues that officers had still to address. The position would be updated if written confirmation of the arrangement was received in time for the next Cabinet meeting. The need for monitoring of the outputs from the services was emphasised.

**RECOMMENDED:** That

(1) authority be delegated to the Director of Health and Housing, in consultation with the Director of Finance and Transformation and Cabinet Member for Housing, to determine what, if any, financial contribution is made to In Touch for HIA services; and

(2) a further report be submitted on the outcome of these discussions to secure acceptable HIA services, including the consideration of alternative arrangements should that prove necessary.

**SH  
13/007**

## **REFORM OF HOMELESSNESS LEGISLATION**

Decision Notice D130017MEM

The joint report of the Director of Health and Housing and Cabinet Member for Housing gave details of proposals for discharging the Council's duty to house homeless households by an offer of accommodation in the private rented sector. A private sector rehousing policy framework prepared by the Kent Housing Options Group and annexed to the report aimed to ensure that all Kent authorities had a common approach to the use of private sector tenancies. It was suggested that this matter be included in the Member training session to be arranged.

**RECOMMENDED:** That the policy set out at Annex 1 to the report be adopted to discharge the housing duty owed to all accepted homeless households by way of an offer of suitable accommodation in the private rented sector, except in exceptional circumstances.

**SH  
13/008**

## **TENANCY STRATEGY**

Decision Notice D130018MEM

Further to Decision No D120140MEM, the joint report of the Director of Health and Housing and Cabinet Member for Housing described the positive outcome of the external consultation and sought endorsement of the Council's draft Tenancy Strategy.

**RECOMMENDED:** That the draft Tenancy Strategy set out at Annex 1 to the report be endorsed following consultation and accepted as the final document.

**SH  
13/009**

## **ENERGY INITIATIVES**

Decision Notice D130019MEM

The joint report of the Director of Health and Housing and Cabinet Member for Housing gave details of two energy initiatives for endorsement. It was noted that in order to enable the scheme to progress within the timescale for the available funding, a commitment had been given to the Affordable Warmth Initiative in consultation with the Leader and Cabinet Member for Housing.

The Advisory Board noted that the local Members for the two villages identified for the Warm Rural Homes Initiative would be informed accordingly.

**RECOMMENDED:** That

- (1) the Affordable Warmth Initiative be endorsed retrospectively; and
- 2) the Warm Rural Homes Initiative be endorsed.

### **MATTERS SUBMITTED FOR INFORMATION**

**SH  
13/010**

#### **PRIVATE SECTOR HOUSING UPDATE**

The report provided updates on the Green Deal; additional Disabled Facilities Grant funding and the continuation of the funding partnership with Russet for 2013/14; the Private Sector Stock Condition Survey; and changes to the Russet repairs and maintenance contracts.

**SH  
13/011**

#### **LIAISON PANEL UPDATE**

The report explained the outcomes of a successful programme of meetings with the Council's Registered Provider Partners at meetings of the Housing Associations Liaison Panel. The Advisory Board thanked the Members of the Liaison Panel and officers involved in arranging the programme.

**SH  
13/012**

#### **STRATEGY AND ENABLING UPDATE**

Members were updated on the progress being made by the Council's Registered Provider Partners in providing new affordable housing in the Borough and the report summarised the programmes for 2011/12 to 2014/15. Progress on housing strategy matters was also described.

**SH  
13/013**

#### **HOUSING NEEDS UPDATE**

The report provided an update on the activity of the Housing Options team. It was noted that the number of households seeking advice and/or applying for social rented accommodation remained at a significant level particularly as a result of the economic downturn.

## **MATTERS FOR CONSIDERATION IN PRIVATE**

**SH  
13/014**

### **EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved, it was seconded and

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

### **PART 2 - PRIVATE**

### **MATTERS SUBMITTED FOR INFORMATION**

**SH  
13/015**

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

Details were given of statutory notices served since the last meeting of the Advisory Board on 12 November 2012.

The meeting ended at 2037 hours

# TONBRIDGE & MALLING BOROUGH COUNCIL

## RECORD OF DECISION

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

Decision No: **D130015MEM**

Date: **25th February 2013**

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

#### **Review of the Housing Allocations Scheme**

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

**(Annex 1)**

**(Annex 2)**

**(Annex 3)**

**The report referred to the Council's duty to produce a housing allocation scheme explaining how affordable housing would be allocated. It was noted that the Localism Act 2011 permitted major revisions to existing housing allocation schemes to reflect local needs and reference was made to the proposed simplification of the way in which applicants were prioritised. Further to Decision No D120139MEM, the report proposed an amended consultation process and highlighted the changes to be included or excluded from the consultation.**

**It was requested that details of the definition of "local connection" be circulated to members of the Advisory Board and an appropriate training session on the outcome of the exercise be made available to all Members.**

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

- 1) the changes to the allocation scheme identified in section 1.4 of the report and recommended to be excluded from the consultation be approved;
- 2) the potential changes to be included within the consultation (section 1.5 of the report), and upon which a final decision for adoption will await the consultation outcome and be the subject of a further report, be approved;
- 3) the Director of Health and Housing be authorised to finalise the details of the consultation process in consultation with the Cabinet Member for Housing and the Chairman of the Strategic Housing Advisory Board; and
- 4) the timetable for the review and update of the housing allocation scheme set out in section 1.2 of the report, including the further

reporting of final details for adoption, be approved.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 25 February 2013

Signed Cabinet Member for J Anderson  
Housing:

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

**Date of publication:** 01 March 2013

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: **D130016MEM**

Date: **25th February 2013**

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

#### **Update on Home Improvement Agency Service**

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

**The report outlined the current position in relation to the contract for the Home Improvement Agency (HIA) service for West Kent which had been awarded by Kent County Council (KCC) to In Touch in October 2012.**

**The Director of Health and Housing reported the outcome of further discussions with KCC which indicated that the same level of service as before would be delivered with no financial contribution from the Borough Council. The position would be updated if written confirmation of the arrangement was received in time for the next Cabinet meeting. The need for monitoring of the outputs from the services was emphasised.**

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

- 1) authority be delegated to the Director of Health and Housing, in consultation with the Director of Finance and Transformation and Cabinet Member for Housing, to determine what, if any, financial contribution is made to In Touch for HIA services; and
- 2) a further report be submitted on the outcome of these discussions to secure acceptable HIA services, including the consideration of alternative arrangements should that prove necessary.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 25 February 2013.

Signed Cabinet Member for J Anderson  
Housing:

Signed Leader: N Heslop



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# TONBRIDGE & MALLING BOROUGH COUNCIL

## RECORD OF DECISION

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

**Decision No: D130017MEM**

**Date: 25th February 2013**

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

#### **Reform of Homelessness Legislation**

**(Joint Report of Director of Health and Housing and Cabinet Member for Housing)  
(Annex 1)**

**The report gave details of proposals for discharging the Council's duty to house homeless households by an offer of accommodation in the private rented sector. A private sector rehousing policy framework prepared by the Kent Housing Options Group and annexed to the report aimed to ensure that all Kent authorities had a common approach to the use of private sector tenancies. It was suggested that this matter be included in the Member training session to be arranged.**

Following consideration by the Strategic Housing Advisory Board, the Cabinet Member for Housing resolved that:  
The policy set out at Annex 1 to the report be adopted to discharge the housing duty owed to all accepted homeless households by way of an offer of suitable accommodation in the private rented sector, except in exceptional circumstances.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 25 February 2013.

Signed Cabinet Member for J Anderson  
Housing:

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: CABINET MEMBER FOR**

**Housing**

**Decision No: D130018MEM**

**Date: 25th February 2013**

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

**Tenancy Strategy**

**(Joint Report of Director of Health and Housing and Cabinet Member for Housing)  
(Annex 1)**

**Further to Decision No D120140MEM, the report described the positive outcome of the external consultation and sought endorsement of the Council's draft Tenancy Strategy.**

Following consideration by the Strategic Housing Advisory Board, the Cabinet Member for Housing resolved that:  
The draft Tenancy Strategy set out at Annex 1 to the report be endorsed following consultation and accepted as the final document.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 25 February 2013.

Signed Cabinet Member for J Anderson  
Housing:

Signed Leader: N Heslop

Signed Chief Executive: J Beilby

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**TONBRIDGE & MALLING BOROUGH COUNCIL**

**RECORD OF DECISION**

**Decision Taken By: CABINET MEMBER FOR**

**Housing**

**Decision No: D130019MEM**

**Date: 25th February 2013**

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

**Energy Initiatives**

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

**The report gave details of two energy initiatives for endorsement. It was noted that in order to enable the scheme to progress within the timescale for the available funding, a commitment had been given to the Affordable Warmth Initiative in consultation with the Leader and Cabinet Member for Housing.**

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

- 1) the Affordable Warmth Initiative be endorsed retrospectively; and
- 2) the Warm Rural Homes Initiative be endorsed.

Reasons: As set out in the report submitted to the Strategic Housing Advisory Board of 25 February 2013.

Signed Cabinet Member for J Anderson  
Housing:

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