

HOUSING STANDARDS BOARD (HSB)

Minutes

2nd March 2026

2.00pm – 3.30pm

PRESENT:

Committee Members

Cllr David Carter (DC) – Chair

Leaseholder Standards Panel:

Annette Hogan (AH)

Tenant & Leaseholder

Representatives:

Property Standards Panel:

Selena Ellis (SE)

Mwiche Silwamba (MS)

Officers:

Zulfi Kiani-Mackintosh (ZKM)

Wayne Mitchell (WM)

Hayley Gallagher (HG)

Tenancy Standards Panel:

		Action
1.	<u>Welcome & Apologies</u> Attendees: Cllr David Carter (DC), Zulfi Kiani-Mackintosh (ZKM), Wayne Mitchell (WM) Annette Hogan (AH), Selena Ellis (SE), Mwiche Silwamba (MS), Hayley Gallagher (HG) Apologies: Al Parry (AP), Frank Felman (FF) Hugh Hoad (HH)	
2.	<u>Declaration of Interest</u> None	
3.	<u>Minutes of last meeting (02 -02-2026) and Matters arising</u>	

	<p>DC advised that he was awaiting an answer regarding the cost of beacon at Netteswellbury Farm and will chase this up.</p> <p>DC stated that clearing programmes for areas would more than likely not start until April.</p>	DC
4.	<p>Leaders Plan</p> <p>ZKM presented.</p> <p>AH advised that she would like more information regarding the Leaseholder Recharge Policy referred to in the Plan. ZKM advised that no draft was available yet, so nothing was ready to report back.</p>	
5.	<p>HSB Workplan 2025/26</p> <p>ZKM presented.</p> <p>MS asked why so few tenants come to meetings, ZKM explained attendance can depend on what is being discussed at meetings. For example, at the last meeting there had been a lot of discussion regarding major work policies which would be of more interest to leaseholders than tenants.</p> <p>MS asked if many residents still go in to Civic Centre, WM advised that customers still attended the Civic Centre in person, but that numbers had reduced.</p>	

<p>6.</p>	<p>Finance Reports</p> <p>ZKM advised a couple of items could not be sent out prior to meeting have been printed and presented to attendees today.</p> <p>ZKM asked that any questions regarding finance report be sent to him after the meeting, so these could be responded to.</p> <p>AH queried item 1.6 in Housing Revenue Account document relating to procurement reforms, and what the potential impact of this would be on leaseholders. WM advised that this referred to changes being put into place to make procurement quicker but could not say whether this would have any specific impact on leaseholders.</p> <p>Whilst having a quick glance at the Finance Reports, AH read out a statement explaining that 100% of stock surveys were complete. There was some confusion at the time whether this comment referred to Stock Condition Surveys or Tenancy Audits, however it was Stock Condition Surveys and WM advised this target is for next year.</p> <p>AH asked what percentage of a tenants rent was made up of service charges. WM advised that this depended on the property and what services were being provided, so was not a specific percentage.</p>	
<p>7.</p>	<p>Performance Report</p>	

	No Report	
8.	Social Housing Regulatory and Compliance – Update No report available, noted that council is continuing to work with the Regulator and work together in line with improvement plan.	
9.	Leaseholder Recharge Policy No draft document available, item withdrawn from next Cabinet meeting.	
10.	Current Consultations – None	
11.	AOB DC advised that new Harlow Council flats in Staple Tye had now been allocated, and that some tenants had moved in to the properties over the weekend. Houses were also set to be tenanted over next few weeks.	

The Date of the Next meeting: **1 June 2026, in Committee Room 1, in the Civic Centre beginning at 14 pm.**