

HOUSING STANDARDS BOARD (HSB)

Minutes

3rd February 2025

2.00pm – 3.15pm

PRESENT:

Committee Members

Cllr David Carter (DC) – Chair

Leaseholder Standards Panel:

Annette Hogan (AH)

Frank Feldman (FF)

Tenant & Leaseholder

Representatives:

Property Standards Panel:

None

Tenancy Standards Panel:

None

Officers:

Zulfi Kiani-Mackintosh (ZKM)

		Action
1.	<u>Welcome & Apologies</u> Cllr Jodie Dunn (JS), Cllr Stacey Seales (SS), Cara Stevens (CS), Hugh Hoad (HH).	
2.	<u>Declaration of Interest</u> None	
3.	<u>Minutes of last meeting (25.11.24) and Matters arising</u> The minutes were agreed. <i>Guide to the Decent Homes Standard-</i> (CS passed information on to ZKM) this is still outstanding due to not receiving the standard.	 Noted CS

	<p><i>Need to encourage more engagement with residents, suggestions were notice boards, doctors, pop up events, youth council – Unfortunately other priorities have taken over- Still ongoing.</i></p> <p><i>Need to give tenants the opportunity to participate so notice should be put in Your Harlow, and on the Web page and portal. To be taken to comms team- ZKM contacted Your Harlow and Communication Team. This was put on the website and the portal. Now closed.</i></p>	DC
4.	<p>Cabinet Forward Workplan 2024/25 – Publication Date 12 June 2024</p> <p>The workplan was noted.</p> <p>Next cabinet on 13th March will include Housing Revenue account and budget meeting. Homeless and rough sleeping still ongoing.</p>	Noted
5.	<p>HSB Workplan 2024/25</p> <p>The work plan was noted.</p> <p>Annual report will start later in the year. Action plan ongoing for tenancy plan.</p> <p>Tenant satisfaction survey- This year will be submitted in June.</p> <p>Building Safety has been added. Recently set up to review the outcomes of the consumer standards and building safety Act.</p>	Noted

	<p>Plan to be produced a Strategy and a Process to explain to tenants what to expect when they are having work completed in their blocks. First meeting has taken place, another next week. ZKM will bring updates to the HSB as this topic progresses.</p>	ZKM
6.	<p>Finance Report</p> <p>The reports were noted. Breakdown explained.</p> <p>Finance Training to be provided next February 19 between 2-4pm by Finance department.</p>	Noted
7.	<p>Performance Report</p> <p>Handout discussed.</p> <p>Any questions to email ZKM</p>	Noted
8.	<p>Update on the landlord Survey</p> <p>The paper was discussed.</p> <p>Survey was started one month ago, the cost of survey has increased due to it becoming statutory. Tender was sent out to companies however the original option was cheaper. Using the online/email option, under 4,500 were emailed out. 500 completed surveys have been returned. Postal surveys have been sent, so far 200 completed and returned. This brings the response over the government target. Postal option will be kept for inclusion.</p>	

Once the survey has closed the company will put together a report of tenant's satisfaction. The report will be simplified into a presentation format to be taken to panel to view at LSP and HSB. DC explained 560 garages have been demolished and a similar amount more to go. If you have a garage for a car and hardstand and lockable pole can be requested. Already seems to be less vandalism.

Roof Repairs- HTS has taken on more contractors to continue with the back log and one extra for new roofing issues reported. 120 new cases are reported a month.

There is now a process in place for repairing which include repairing more than the leak in the roof and drying out, plastering and painting.

Sycamore field is now decanted due to fire risks.

A budget has been approved for two new council officers and two more for surveys.

Funding has also been approved for two apprentices.

£500,000 has been provided to Essex to support the increase in rough sleeping and homelessness.

New mobile housing pods to be installed in Lower Meadow to support people from March.

FF asked whose responsibility are the homeless? DC explained it is the council's responsibility, with the help from Streets to Homes.

9.	Current Consultations None	
10.	Any Other Business None	

The Date of the Next meeting: 3 March 2025 at 2.00pm.