

HOUSING STANDARDS BOARD (HSB)

Minutes

4th November 2025

2.00pm – 3.30pm

PRESENT:

Committee Members

Cllr David Carter (DC) – Chair

Leaseholder Standards Panel:

Annette Hogan (AH)

Tenant & Leaseholder

Representatives:

Property Standards Panel:

Hugh Hoad (HH)

Selena Ellis (SE)

Officers:

Zulfi Kiani-Mackintosh (ZKM)

Wayne Mitchell (WM)

Nathan Kitteridge (NK)

Tenancy Standards Panel:

Lucy Cooper

		Action
1.	<u>Welcome & Apologies</u> Attendees: Ben Coxhead (BC), Wayne Mitchell (WM), Cllr David Carter (DC), Zulfi Kiani-Mackintosh (ZKM), Nathan Kitteridge (NK), Lucy Cooper (LC), Annette Hogan (AH), Selena Ellis (SE), Hugh Hoad (HH) (arrived during the Finance report), Boe Williams (BW) (arrived during the Social Housing Regulator Compliance Update) Apologies: Jane Steer (JS), Frank Feldman	
2.	<u>Declaration of Interest</u> There were no declarations of interest.	

3.	<p><u>Minutes of last meeting (01-09-2025) and Matters arising</u></p> <p>LC raised that some details in the last minutes were not recorded</p> <p>Discussion on the potential conversion of the common room at Greenhills to become a lettable property. Question was raised regarding a refund of the service charge and it was confirmed by WM that the charge relating to the common room (communal window cleaning) had been removed from 1st September 2025, the same day the common room had been closed.</p> <p>LC raised issue regarding landscaping works at Netteswellbury Farm, and querying what works should be carried out under HTS contract as communal areas not being maintained. DC advised that he would look into this.</p>	DC
4.	<p>Cabinet Forward Workplan 2024/25 – Update on the new changes to this document</p> <p>No document presented because, as ZKM explained, this was now referred to as the Leaders Register and copies could not be obtained in time for the meeting. Will be brought to the next meeting of HSB.</p>	
5.	<p>HSB Workplan 2024/25</p> <p>ZKM presented and explained HSB workplan (paper copies of the document were provided in the meeting)</p>	

<p>6.</p>	<p>Finance Reports</p> <p>ZKM presented and explained the finance report (Paper copies of documents were provided in the meeting).</p> <p>ZKM requested that any questions be emailed to ZKM to be passed on to Finance for a response.</p> <p>AH advised that she had some questions which she would send on to ZKM to forward for a response, and highlighted need for panel to be able to understand the financial information provided, noting that it had been easier to understand when finance officers had attended meetings.</p> <p>DC suggested that he would look at arranging an appointment with Richard Criddle and AH to go through it.</p>	<p>ZKM</p> <p>DC</p>
<p>7.</p>	<p>Social Housing Regulator Compliance update</p> <p>WM referred to the Social Housing Regulator compliance briefing note provided by BW, and the background to the report.</p> <p>LC queried whether the document only related to fire. WM advised that it related to all areas of technical compliance.</p> <p>LC referred to a previous incident at Netteswellbury Farm, following which a request had been made to instal a beacon on a nearby barn to act as an alert in the event of fire. As this</p>	

	<p>was a commercial asset it was agreed that enquiries would be made of the Assets and Facilities Director.</p> <p>BW presented and explained the Social Housing Regulator compliance update (paper copies of the document were provided in the meeting).</p> <p>BC went through the report with the group talking about specific points:</p> <p>A large section of the report covers the Council's response to the number of outstanding actions. The tables in the report include the current number of outstanding actions but also the number of outstanding actions there were in the three months previous. This helps demonstrate the decline in numbers outstanding month on month and helps show the trend.</p> <p>LC questioned FRA inspections, BW explained there are many different types, most are Type 2 inspections however we are carrying out some Type 4 inspections, which are more intrusive, at our high risk buildings i.e. tower blocks.</p> <p>BW also spoke about other areas of compliance briefly including electrical, gas and water hygiene.</p> <p>LC raised concerns in regards to surveyors missing things on mutual exchange inspections (concern over electric shocks) BW stated that surveyors aren't electricians, BW to investigate if LC provides information after meeting.</p>	WM
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	<p>Finally, BW covered off decent homes compliance and stock condition surveys as per the report.</p> <p>BW explain the purpose of the report is to give cabinet assurance progress is being made. Further to this a 3rd party consultant have been appointed to review compliance report to assess suitability and this will be ready for December cabinet</p> <p>AH raised concerns over leaseholders getting forgotten. Send any concerns to ZKM to be passed onto BW</p> <p>BW made apologies made that the new Procurement Strategy was not available for the group to read however gave an overview. The principle is that this new process will speed up delivery by having a dedicated team within Housing Operations Property solely working on delivering the capital programme. This will ensure that work is delivered within the same financial year it is budgeted for and those within the team will be housing specialists which ensures the best methodology for delivery and that the contracts agreed are the best they can be.</p> <p>AH asked if this applies to procurement for major work? BW confirmed it does.</p> <p>LC raised that in previous years the quantity/skills of staff would prevent work from being carried out. BW and NK confirmed that there has been a complete restructuring of HOPs which has heavily</p>	
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	<p>increased the staffing levels but also brought in expertise the Council did not previously have, for example Quantity Surveyors, which means Resources are in place and that everything can be suitably monitored</p> <p>LC also stated that previously work wasn't completed as scaffolds were not being put up, BW confirmed that scaffolding will be used when necessary and will not be a reason for a job not to proceed.</p> <p>December cabinet will see the strategy and then after approval these will be shared with HSB and Joint Panel/Leasehold Panel for discussion with tenants and lease holders.</p>	
8.	<p>Current Consultations</p> <p>None</p>	
9.	<p>Any Other Business</p> <p>AH enquired regarding sale of council garages, and the purpose of this. NK gave explanations, advising that these had been sold for refurbishment by a private company, who had taken on existing tenants. DC advised that money received from sales was being used for parking programme.</p> <p>LC raised an issue regarding contractors carrying out adaptation works on properties, using residents parking spaces, and suggested that they should liaise with residents in advance. NK</p>	Noted.

	noted that most adaptations were generally small scale so would not need consultation.	
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The Date of the Next meeting: 1st December 2025 at 2.00pm..