

**Mid Devon District Council**

**Decent and Affordable Homes Policy Development  
Group**

**Tuesday, 19 July 2016 at 2.15 pm  
Exe Room, Phoenix House**

**Next ordinary meeting  
Tuesday, 13 September 2016 at 2.15 pm**

Those attending are advised that this meeting will be recorded

## **Membership**

Cllr P J Heal  
Cllr Mrs E M Andrews  
Cllr Mrs H Bainbridge  
Cllr D R Coren  
Cllr W J Daw  
Cllr Mrs G Doe  
Cllr R J Dolley  
Cllr J D Squire  
Cllr L D Taylor

## **A G E N D A**

*Members are reminded of the need to make declarations of interest prior to any discussion which may take place*

**1 Apologies and Substitute Members**

To receive any apologies for absence and notice of appointment of substitutes.

**2 Public Question Time**

To receive any questions relating to items on the Agenda from members of the public and replies thereto.

**3 Minutes (Pages 5 - 10)**

To approve as a correct record the minutes of the meeting held on 24 May 2016 (copy attached).

4 **Chairman's Announcements**

To receive any announcements that the Chairman may wish to make.

5 **Fire Risk in Communal Areas Policy** *(Pages 11 - 20)*

To receive a report from the Housing Services Manager reviewing the Fire Risk in Communal Areas Policy.

6 **Tenancy Inspection Policy** *(Pages 21 - 32)*

To receive a report from the Housing Services Manager reviewing the Tenancy Inspection Policy.

7 **Proposed changes to the Tenancy Agreement** *(Pages 33 - 78)*

To receive a report from the Housing Services Manager proposing changes to the revised Tenancy Agreement following consultation with tenants.

8 **Void Management Policy - Sheltered Homes Decoration** *(Pages 79 - 94)*

To receive a report from the Head of Housing and Property outlining the revised Void Management Policy.

9 **Conversion of Common Rooms in to lettable** *(Pages 95 - 98)*

To receive a report from the Head of Housing and Property Services outlining the proposed 'change of use' of Common Rooms.

10 **Housing Services Allocations Policy (Addendum)** *(Pages 99 - 102)*

To receive a report from the Head of Housing and Property Services. The Housing Services Allocations Policy has recently been adopted by the PDG, however, it has been pointed out that the Council can no longer advertise properties as "Sheltered Accommodation". Due to the withdrawal of funding for Supporting People, and the subsequent ending of floating sheltered housing support, it is prudent to review the definition of "Sheltered Accommodation", as used by the Council.

11 **Waste Management at Old Road**

At the request of the Group the Building Services Manager will provide a verbal update regarding how waste is dealt with at Old Road.

12 **Wessex partnership**

To receive a verbal update from the Public Health and Professional

Services Manager regarding the Wessex Partnership.

13 **Identification of items for the next meeting**

Members are asked to note that the following items are already identified in the work programme for the next meeting:

- Service Standards Review
- Pay to Stay
- Hoarding Policy (update)
- Aids and Adaptations Policy (update)
- Introductory Tenancy Policy (update)
- Recharge policy (update)
- Financial Monitoring for the 3 months to June 2016
- Performance and Risk – quarter one
- Future plans for social housing

Note: This item is limited to 10 minutes. There should be no discussion on the items raised.

**Stephen Walford**  
Chief Executive  
Monday, 11 July 2016

Anyone wishing to film part or all of the proceedings may do so unless the press and public are excluded for that part of the meeting or there is good reason not to do so, as directed by the Chairman. Any filming must be done as unobtrusively as possible from a single fixed position without the use of any additional lighting; focusing only on those actively participating in the meeting and having regard also to the wishes of any member of the public present who may not wish to be filmed. As a matter of courtesy, anyone wishing to film proceedings is asked to advise the Chairman or the Member Services Officer in attendance so that all those present may be made aware that is happening.

Members of the public may also use other forms of social media to report on proceedings at this meeting.

Members of the public are welcome to attend the meeting and listen to discussion. Lift access the first floor of the building is available from the main ground floor entrance. Toilet facilities, with wheelchair access, are also available. There is time set aside at the beginning of the meeting to allow the public to ask questions.

An induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, or if you would like

a copy of the Agenda in another format (for example in large print) please contact Sarah Lees on:

Tel: 01884 234310

E-Mail: [slees@middevon.gov.uk](mailto:slees@middevon.gov.uk)

Public Wi-Fi is available in all meeting rooms.