



Agenda

Environment, Health and Housing Committee

Date:	Monday, 4 March 2019 at 6:30 pm
Venue:	Town Hall, St Annes, FY8 1LW
Committee members:	<p>Councillor Ben Aitken (Chairman) Councillor Viv Willder (Vice-Chairman)</p> <p>Councillors Frank Andrews, Peter Anthony, Maxine Chew, Chris Dixon, Gail Goodman JP, Peter Hardy, John Kirkham, Roger Lloyd, Graeme Neale, Louis Rigby.</p>

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#).

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 8 January 2019 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
	DECISION ITEMS:	
4	Draft Private Sector Housing Enforcement Policy	3 - 21
5	Update on the Community Housing Fund	22 - 37
	INFORMATION ITEMS:	
6	Qualified Informal Procedure – Lindsay Court Resident Testing Options	38 - 40
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The code of conduct for members can be found in the council's constitution at
<http://fylde.cmis.uk.com/fylde/DocumentsandInformation/PublicDocumentsandInformation.aspx>

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	4 MARCH 2019	4
DRAFT PRIVATE SECTOR HOUSING ENFORCEMENT POLICY			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The enforcement officers within the Housing Services Team have a responsibility to enforce a range of legislation relating to private sector housing. The draft Private Sector Housing Enforcement Policy outlines these duties and powers and explains how enforcement will be carried out in a fair, equitable and consistent manner.

Supporting landlords, property owners and others to meet their legal obligations is the overall aim, but the policy also outlines the action that will be taken against those who flout the law or act irresponsibly.

The report asks that the Committee consider the draft Private Sector Housing Enforcement Policy and agree that a consultation exercise be undertaken with landlords, tenants, organisations that represent them and the wider community to find out their views on the draft policy.

A further report, taking account of the outcome of the consultation exercise will be presented to the Committee at a later meeting with a view to the policy being adopted.

RECOMMENDATIONS

1. To note the contents of the report
2. To approve the draft Private Sector Housing Enforcement Policy as detailed in Appendix 1
3. To approve the draft policy going out to consultation.
4. To note that a further report be presented to the Committee in due course.

SUMMARY OF PREVIOUS DECISIONS

Policy and Services Review Committee, Housing Act 2004 9th June 2005

Following a full debate the Forum RESOLVED:

1. To request Mr Cottam to prepare a policy paper in respect of empty property management orders.
2. To provide the St David's Community Group with a written response to their questions.
3. To thank Mr Cottam for his presentation

Environment, Health and Housing Committee 9th June 2015

It was RESOLVED that

1. The enforcement of The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014 (The Order) be delegated to the Director of Development Services. The enforcement to be in accordance with The Order and as detailed in the appendix to the report; and
2. The penalty fine for non-compliance with the requirements of The Order be £5,000 unless extenuating circumstances exist to justify a lower amount. Consideration of extenuating circumstances to be delegated to the Director of Development Services.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

POLICY CONTEXT

1. The majority of housing enforcement activity is carried out under the Housing Act 2004 either as a result of a complaint from a tenant or as part of programmed work. A flowchart highlighting the various stages of the enforcement process for an individual dwelling is shown in Appendix 2. The flowchart illustrates that decisions must be made at various stages during the process with regard to the most appropriate course of action. It is important that these decisions are fair and consistent and the proposed enforcement policy will help to achieve this.

NEW POWERS AND DUTIES

2. New legislation has been introduced broadening the scope of the housing enforcement role such as the introduction of regulations requiring the provision of smoke and carbon monoxide alarms in private rented sector accommodation. Other legislative changes amend the scope of existing duties, for example, the extension of licensing for Houses in Multiple Occupation (HMOs) to cover a wider range of shared accommodation. In addition, the Housing and Planning Act 2016 introduces new powers to help councils to be more effective and efficient in taking action against those individuals or organisations regarded as “rogue landlords”.
3. The proposed policy covers the full range of new and existing powers and duties available to the Council for the efficient delivery of the private sector housing service. The Policy is attached as Appendix 1.

FUTURE POLICY DEVELOPMENT

4. The current policy does not cover the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. This is because the regulations are due to be amended during 2019. A further report, proposing an amendment to the policy will be presented to this Committee in due course.

APPLYING THE POLICY

5. In deciding on the most appropriate course of action, officers have regard to the principles set out in the policy and the need to maintain a balance between enforcement and other activities, including providing advice and information.

IMPLICATIONS	
Finance	The adoption of Civil Penalties will be a source of income for the Council wherever such penalties are payable. It is not possible to quantify the value of this penalty income at this stage. The budget will remain under review and may be adjusted as part of a future update to the Financial Forecast as necessary.
Legal	The Council has a duty to enforce certain housing legislation.
Community Safety	Ensuring private rented properties meet minimum standards enhances community safety and HMO licensing can help in reducing anti-social behaviour.
Human Rights and Equalities	Everyone has the right to occupy a home which is free from significant hazards.
Sustainability and Environmental Impact	Effective enforcement of housing standards will secure safe accommodation for future occupation.
Health & Safety and Risk Management	Adopting a Private Sector Housing Enforcement Policy demonstrates that the Council has measures in place to meet its statutory responsibilities.

LEAD AUTHOR	CONTACT DETAILS	DATE
Ursula Seddon	Ursula.seddon@fylde.gov.uk	31 January 2019

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Housing health and safety rating system (HHSRS) enforcement guidance: Housing Conditions	August 2006	https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-enforcement-guidance-housing-conditions
Civil Penalties under the Housing and Planning Act 2016	April 2018	https://www.gov.uk/government/publications/civil-penalties-under-the-housing-and-planning-act-2016
Houses in multiple occupation and residential property licensing reform: guidance for local housing authorities	June 2018	https://www.gov.uk/government/publications/houses-in-multiple-occupation-and-residential-property-licensing-reform-guidance-for-local-housing-authorities
Lettings agents and property managers: redress schemes	October 2014	https://www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes
The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	September 2015	https://www.gov.uk/government/publications/smoke-and-carbon-monoxide-alarms-explanatory-booklet-for-local-authorities

Attached documents:

Draft Private Sector Housing Enforcement Policy (Appendix 1)

Housing Act 2004 – Flowchart: Enforcement options – (Appendix 2)



Title:	Private Sector Housing Enforcement Policy Consultation Draft January 2019
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Introduction

The purposes of this policy are:

- to provide a framework for private sector housing enforcement activity by the Council;
- to guide investigating officers and decision makers in carrying out their work; and
- to help residents and property owners understand the powers and duties of the Council in relation to private sector housing and how they will be implemented.

The Policy cannot be prescriptive because the circumstances of individual cases and the available evidence must be taken into account. In all situations, however, we will consider the principles of this policy and the Regulators Code.

Policy principles

These are:

Proportionality: We will aim to take action which is proportional to the risk identified. This means protecting the health and safety of tenants and their visitors without placing an unreasonable burden on the landlord.

Transparency: We will be transparent about how we make decisions. We will provide clear information on how formal enforcement can be avoided or complied with. We will give information in writing wherever we can.

Accountability: We will provide information on how to make a complaint or appeal against any enforcement action we take.

Consistency: We will aim to ensure that our actions are as consistent as possible by applying legislation in line with the Council's policy and any relevant formal guidance.

Openness: We will provide clear information in plain English about the rules and regulations we enforce. We will aim to explain how the legislation can be complied with.

Fairness: We will aim to be fair to all parties, with no predisposition to favour either party in a dispute.

What to expect from the Council, and what the Council expect from you

Landlords and Agents

- We will advise you on the relevant legislation and help you understand how you can comply with it.
- We will expect you to take reasonable care to ensure you are familiar with your legal obligations and that you comply with them.
- If we identify a contravention of the legislation we will advise you of the action you need to take and ask you to take it within a reasonable timescale.
- We will consider any reasonable proposals you put forward to comply.
- We will expect you to keep us informed of the action you have taken.

- If your proposals are not acceptable, or you do not carry out your stated proposals, we will normally begin formal action.
- If you have a history of non-compliance or the contravention is serious, we will probably commence formal action immediately.
- In cases of non-compliance we will normally consider imposing a civil penalty. However, if we consider the offence to be serious enough to warrant prosecution, we will take this action if we believe this to be in the public interest.
- We will charge you the reasonable costs of our formal enforcement action.

Tenants

- We will respond to complaints as quickly as possible and will make initial contact with you within two working days of receiving your complaint.
- If we need to carry out an inspection, we will aim to do this within one week or within a timescale agreed with you.
- We will expect you to advise your landlord of the issues affecting the property before you make contact with the Council and to have given reasonable opportunity for the landlord to respond to your complaint.
- We will advise you of the possible course of action we may take and of the likely timescales involved in taking action.
- We will expect you to co-operate with your landlord to allow any work to be done and to keep us informed of any action taken.
- If we believe that you are preventing the landlord from carrying out works, we will suspend any enforcement action.

Owner Occupiers

- We will expect owners to adequately maintain their homes.
- Enforcement action will only be considered if there is a serious and imminent risk to health and safety or if there is a risk or nuisance to neighbours.

Owners of Empty Homes

- Subject to available resources, we will work with owners of empty homes to bring them back into use.

Anonymous complaints

- We will not investigate anonymous complaints unless there is additional supporting information to indicate an intervention is appropriate.

Risk based inspections

We will target programmed inspections towards geographical areas or property types where non-compliance is suspected or considered likely.

Notification of an inspection

If an inspection is considered necessary, a minimum of 24 hours notice will be given as required by Section 239 of the Housing Act 2004. This notice may be in writing, sent by e-mail or text message or verbally by telephone or in person.

Enforcement action

Housing Act 2004, Part 1

When we inspect dwellings under Part 1 of the Housing Act 2004, we will apply the [housing health and safety rating system \(HHSRS\)](#) which is a risk-based evaluation tool. This will help us identify and protect against potential risks and hazards to health and safety from any deficiencies identified in dwellings.

The assessment method focuses on the hazards that are present in housing. HHSRS identifies 29 classes of hazard that can potentially affect the health of the occupiers. Defects in the property can contribute to one or more hazards. We will assess any hazards identified by an inspection which will be assessed according to their severity.

The assessment places the hazards in a hazard banding. Hazards in bands A to C are classed as Category 1 hazards and those in bands D to J as Category 2 hazards. Tackling these hazards will make housing healthier and safer to live in.

The Council must take one of a number of specified courses of action if it finds one or more Category 1 hazards. The Council may take action in relation to Category 2 hazards.

In deciding what action to take, we will take account of

- The HHSRS hazard rating
 - Whether the Council has a duty (Category 1 hazards) or power (Category 2 hazards) under the Act to take action depending upon how serious the hazard risk is
- and
- The best way of dealing with the hazard having regard to the enforcement guidance.

Action we can take following an HHSRS assessment

Hazard Awareness Notice

- Hazard Awareness Notice – Category 1 hazards: Section 28
- Hazard Awareness Notice – Category 2 hazards: Section 29

A Hazard Awareness Notice is a formal way of drawing attention to the need for remedial action. Service of a notice is not enforcement action as such, it is advisory. The notice is not registered as a local land charge and there is no appeal process. No timescale is specified for the completion of the remedial work.

Improvement Notice

- Improvement Notice – Category 1 hazards: Section 11
- Improvement Notice – Category 2 hazards: Section 12

An Improvement Notice requires the specified remedial works to be carried out within the timescale set out in the notice. This must allow reasonable opportunity for the work to be completed. The notice cannot require the work to start earlier than 28 days after the notice is served and there is a 21 day appeal period.

Prohibition Order

- Prohibition Order – Category 1 hazards: Section 20
- Prohibition Order – Category 2 hazards: Section 21

A Prohibition Order may prohibit the occupation or use for a specified purpose of part or all of the premises. A Prohibition Order may be appropriate where serious hazards exist, but remedial action is not possible or practical. The use of part or all of the premises may be prohibited for specific groups or numbers of people. The notice

must be served within 7 days of the order being made and appeals must be made within 28 days of the date of the Order.

Suspended Improvement Notices and Prohibition Orders

Improvement Notices and Prohibition Orders can be suspended enabling enforcement action to be postponed for a specific time period or until a specified event, such as a change in occupation of a property.

Emergency Remedial Action: Section 40

If a Category 1 hazard presents an imminent risk of serious harm to the health and safety of the occupiers, the Council may take emergency remedial action and will do so when:

- The Council considers immediate action is needed to remove or reduce the hazard to an acceptable level and
- The property owner cannot or will not take the necessary action

If the Council takes Emergency Remedial Action a notice must be served on the relevant person within 7 days. Appeals may be brought within 28 days of the date the action is taken.

Emergency Prohibition Order: Section 43

Where a Category 1 hazard exists and it presents an imminent risk of serious harm to the health and safety of any occupiers, the Council may make an emergency Prohibition Order. This action is likely where Emergency Remedial action is not considered appropriate. If this action is taken, a notice must be served within 7 days of the Order being made. Appeals may be brought within 28 days of the date of the Order.

Enforcement action by the Council – tenanted properties

Category 1 hazards

If an inspection shows a Category 1 hazard or hazards to be present, the Council will take one of the appropriate courses of action specified in Part 1 of the Housing Act 2004 as soon as possible. If the hazard or hazards do not present an imminent risk to health and safety, a Hazard Awareness Notice will normally be served with an agreed time period to rectify the defects and remove or reduce the hazard(s) to a reasonable level.

If the owner fails to take the necessary action, the Hazard Awareness Notice will be revoked and an Improvement Notice served. An Improvement Notice may also be served immediately if:

- the hazard is considered to be of a serious nature
- there are a number of Category 1 hazards
- the owner has failed to respond to informal action in the past

Category 2 hazards - band D or E

Where an inspection identifies a Category 2 hazard, band D, the same procedure will be followed as for Category 1 hazards. However, where the hazard falls into Category E or below, the Council will not normally take any further action unless there are exceptional circumstances.

Category 2 – Multiple Hazards

Where a number of hazards at band D or below create a more serious situation or where a property appears to be in a dilapidated condition the Council will consider following the procedure for Category 1 hazards.

Enforcement action– owner occupied properties

In accordance with HHSRS enforcement guidance, owner occupied properties are not exempt from enforcement action and instances where the Council may take enforcement action include:

- Cases of vulnerable elderly people who are judged not capable of making informed decisions about their own welfare
- Cases of vulnerable individuals who require the intervention of the Council to ensure their welfare is best protected.
- Instances where hazards might reasonably affect persons other than the occupants.
- Where there is a serious risk of life-threatening harm such as electrocution or fire.
- Any other exceptional case determined by the Director of Development Services

Enforcement action – vacated properties

In cases where properties are subject to a statutory notice and the property is subsequently vacated, all notices or orders will be reviewed to consider whether variation, suspension or revocation of the notice is appropriate.

Criminal Offences and Civil Penalties

If we are satisfied that an offence has been committed we will consider criminal prosecution if this is considered to be in the public interest. However, for some offences, Section 126 of the Housing and Planning Act 2016 allows civil penalties to be imposed as an alternative to prosecution.

The same criminal standard of proof, beyond all reasonable doubt, is required for a civil penalty as it would be for a prosecution.

As an alternative to prosecution, the Housing and Planning Act 2016 amended the Housing Act 2004 to enable the Council to impose civil penalties for certain offences. These offences for which we may consider a civil penalty include:

- Section 30 – failure to comply with an Improvement Notice
- Section 72 – failure to licence an HMO
- Section 139(7) – failure to comply with an overcrowding notice
- Section 234 – failure to comply with HMO Management Regulations

The Council can impose a civil penalty of up to £30,000. The Council would expect any offence under the Housing Act 2004 to be dealt with by means of a financial penalty. The level of the penalty would be calculated by reference to the guidelines set out in Appendix 1.

Where the Council is minded to issue a civil penalty, it will first issue a notice of intent. The person on whom the notice was served then has 28 days to make representations. After the 28 day period the Council must decide whether to impose a penalty and if it still wishes to do so, a final notice will be issued.

The penalty is recoverable through the County Court as though it were an order of that court. There is a general right of appeal against the final notice to the First Tier Tribunal.

Only in the most serious cases would a prosecution be considered. For example:

- Extremely serious first offence
- Long history of non-compliance
- More than one civil penalty previously issued
- An offence which could be a Banning Order offence appears to have been committed

A breach of a Prohibition Order can only be sanctioned by criminal prosecution.

Banning Orders

Where a landlord has been prosecuted and convicted of a banning order offence, the Council will consider applying to the First Tier Tribunal for a Banning Order. The decision to apply will be made on a case by case basis and will be pursued for the most serious offenders.

The term “landlords” also includes “property agents” (letting agents and property managers as defined under Chapter 6 of Part 2 of the Housing and Planning Act 2016) unless otherwise specified.

In deciding whether to apply for a Banning Order the Council will consider:

- The severity of the sentence imposed by the Court. A minimum sentence or conditional discharge would not be regarded as sufficiently serious for a Banning Order
- Any relevant information on the rogue landlord database to establish whether a landlord has committed other banning order offences or has received any civil penalties in relation to banning order offences
- In respect of property agents who are required to be a member of a redress scheme, evidence of non-compliance with that requirement will also be taken into account
- The harm caused to the tenant (or perceived by the tenant) especially those offences that directly impact on the health and safety of the tenant.
- Whether there is potential for repeat offending.
- Whether a Banning Order is likely to deter others from committing similar offences.

If a decision is made to apply for a Banning Order, the Council will follow the process set out in Section 15 of the Housing and Planning Act 2016. A notice of intent will be served on the landlord within 6 months of the landlord being convicted of the offence. Landlords will be given 28 days to make representations and any representations submitted will be taken into account when deciding if to proceed with the application for a Banning Order.

Further information may be sought from the landlord if this will assist in reaching a decision. This may include requesting details of other properties owned by the landlord.

If the decision is made to pursue a banning order an application will be made to the First-tier Tribunal who have the power to make the banning order.

The Council will publicise successful banning orders, including the names and addresses of individual landlords at a local level through the local media (including social media).

Any business (managing or lettings agency) which has been subject to a banning order will be named publicly and will be named on the Council’s website.

If a tenant requests information on banned landlords, we will make this information available.

Charges for enforcement action

The Council will normally make a charge for its enforcement costs when taking the following action:

- Serving Improvement Notices
- Serving Prohibition Orders
- Serving Emergency Prohibition Orders
- Carrying out Emergency Remedial Action

The Council will not charge for Hazard Awareness Notices.

Charges for enforcement action will be published annually in the Fees and Charges Report published by the Council. Additional charges will be levied where work in default is carried out.

There is a right of appeal to the First Tier Tribunal (Property Chamber) in respect of statutory notices served under the Housing Act 2004 and complaints that are within the FTT jurisdiction should be dealt with through that mechanism.

If the complaint falls outside the remit of the FTT the Council's Complaints Policy will apply.

Works in Default

The Council may carry out the works required by a statutory notice if the Landlord does not carry them out. The cost of the works, plus the Council's administration charges will be recovered through the civil court. Where there is no prospect of the money being recovered, the debt may be placed on the property as a land charge.

Houses in Multiple Occupation

Houses in multiple occupation (HMOs) are defined in Section 254 of the Housing Act 2004. HMOs are accommodation which is occupied by persons who do not form a single household and where 2 or more households share one or more basic amenity such as a kitchen, toilet and/or bathroom.

All HMOs must comply with the Management Regulations made under section 234 of the Housing Act 2004. A contravention of the Management Regulations is not something that can be addressed by the service of a notice and enforcement of the regulations is by way of prosecution.

There is no provision for the service of a notice or for work to be carried out in default under the management regulations, and prosecution or civil penalty is the method of enforcement.

If the council find evidence of a breach of the regulations a formal letter will be sent to the HMO manager detailing the regulations that have been breached as well as the works required to remedy the breach. The timescale given to carry out the works will be limited in duration with a reminder to the manager that an offence has already been committed. Once the timescale has expired a re-visit will be carried out to assess if the breach has been remedied. If the breach has not been remedied, we will decide whether to prosecute or impose a civil penalty. The decision will take account of the available evidence and the enforcement principles set out in this policy. We will normally impose a financial penalty in these circumstances, unless the breach is extremely serious.

HMO licensing

HMOs occupied by 5 or more people in 2 or more households are licensable under Part 2 of the Housing Act 2004.

Failure to obtain a licence for a licensable HMO is an offence. Enforcement action will normally be the application of a Civil Penalty. However, prosecution will be considered if the breach is considered to be sufficiently serious.

HMO licenses will be granted for a period of up to 5 years and will specify the maximum number of persons permitted to occupy the property. In cases where it is appropriate to do so a licence may be granted for a period of less than 5 years. Such circumstances could include where there may be deficiencies in the condition of the property or inadequacies in the management. In such cases clear reasons for the issue of a shorter term licence will be given.

The following mandatory conditions apply to all HMO licences:

Mandatory conditions:

- Produce gas safety certificates annually for the Council's inspection
- Keep electrical appliances provided by the landlord safe and produce on demand a declaration to that effect.
- Keep furniture provided by the landlord safe and produce on demand a declaration to that effect
- Ensure that smoke alarms are installed on each storey of the house on which there is a room used wholly or partly as living accommodation and keep them in proper working order. Produce on demand a declaration as to the condition and positioning of these alarms. 'Room' includes a hall or landing.
- Ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance, to keep any such alarm in proper working order and to supply the authority, on demand, with a declaration by him as to the condition and positioning of any such alarm.
- Supply to the occupiers of the house a written statement of the terms on which they occupy it.
- Ensure that rooms used as sleeping accommodation comply with the minimum room sizes specified in Schedule 4 of the Housing Act 2004, as amended by the Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018. For example, sleeping room for 1 person (over 10 years) is 6.51m² (minimum). For 2 persons, 10.22m² (minimum).
- Comply with any scheme which is provided by the local housing authority which relates to the storage and disposal of household waste at the HMO pending collection.

Where the condition regarding minimum sleeping room sizes is not met at the time the licence is granted, a period of 18 months will be permitted for compliance to be achieved.

In addition to the mandatory licence conditions, discretionary conditions may be applied, as appropriate.

Discretionary conditions:

- Conditions imposing restrictions on the use or occupation of particular parts of the house by persons occupying it.
- Conditions requiring the taking of reasonable and practical steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house
- Conditions requiring facilities or equipment to be made available in the house for the purpose of meeting standards prescribed under section 55 of the Housing Act 2004 (generally kitchen and bathroom facilities).
- Conditions requiring such facilities and equipment to be kept in repair and proper working order.
- Conditions for works needed for such facilities to be provided or maintained to be carried out within a specified time period.

Timescale for processing HMO licence applications

We are committed to processing applications in a timely manner. We will process all applications that are complete, contain all the required information and are accompanied by the relevant fee, within 56 days. The fee will be banked promptly and the 56 day period will not commence, assuming all other information has been provided, until the funds have cleared into the council's bank account. The 56 day time period does not include the statutory consultation period that is required between the issue of the proposed licence to the applicant and the agreement on the content of the full licence.

Charging for HMO licences

Charges for HMO licences and HMO licence renewals will be published annually in the Fees and Charges Report published by the Council.

Non-statutory inspections

On request, inspections will be carried out in support of applications made to British embassies or high commissions for Entry Clearance into the United Kingdom to confirm the whether the dwelling is free from Category 1 hazards and will not be overcrowded.

Charges for these inspections will be published annually in the Fees and Charges Report published by the Council.

Letting Agents – Requirement to belong to a redress scheme

The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a Scheme etc.) (England) Order 2014 requires all letting agents and property managers to join an approved redress scheme.

If the Council becomes aware that a letting agent or property manager has not done so, a notice of intent to impose a penalty will be issued. The notice will give details of the Council's reasons for taking this action. The recipient of the notice has 28 days to make a representation to the Council. If a representation is made, this will be considered by the Director of Development Services who will decide whether to confirm, modify or withdraw the penalty. This is without prejudice to the right of appeal to the First Tier Tribunal.

The maximum penalty for non-compliance will be applied unless extenuating circumstances exist to justify a lower amount. Extenuating circumstances may include:

- Whether a £5,000 would be disproportionate to the turnover or scale of the business
- The timeliness of corrective action by offender
- The level of co-operation of the offender with the Council during the investigation of the alleged breach

If the person on who the fine is levied does not pay within the period specified, the council will recover the fine with the permission of the court as if payable under a court order. Where proceedings are necessary for the recovery of the fine, a certificate signed by the chief financial officer stating that the amount due has not been received by a date specified on the certificate will be taken as conclusive evidence that the fine has not been paid.

Smoke and Carbon Monoxide Alarm (England) Regulations 2015

These regulations require a landlord of a residential property to install smoke alarms on each floor of a property that contains living accommodation, and carbon monoxide alarms in each room that is used as living accommodation and contains a solid fuel combustion appliance. These alarms must be checked by the landlord to ensure they are in working order at the start of any new tenancy.

In circumstances where the Council reasonably believes that a landlord is in breach of the duties set out above, a remedial notice will be served on the landlord within 21 days. The notice will require the landlord to take appropriate remedial action within 28 days. The Council will receive any representations made by the landlord during the 28 day period.

If the landlord fails to carry out the remedial action, the Council will arrange the remedial action within a further 28 days. The action must be taken by a person authorised in writing by the Director of Development Services for the purpose of taking remedial action.

A landlord who has breached the regulations will be issued with a penalty charge notice. Within 28 days of receipt of the penalty charge notice the landlord can request a review of the charge. If not satisfied with the review decision, an appeal to the First Tier Tribunal can be made.

The Council will recover the penalty charge through a court order once the charge is payable and no longer subject to review or appeal.

The statement of principles which will be considered in determining the level of the penalty charge is shown in Appendix 2.

Appendix 1

Application of Civil Penalties under section 126 Housing and Planning Act 2016

Statement of Principles

The level of civil penalty to be applied will be determined with reference to the culpability of the offender and the harm, or potential harm, caused to occupiers as a result of the breach. The principles that the Council will take into account when applying a civil penalty are:

1. The more serious the offence, the higher the penalty should be.
2. A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations.
3. The harm caused to the tenant. This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when imposing a civil penalty.
4. Punishment of the offender. A civil penalty should not be regarded as an easy or lesser option compared to prosecution. The penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending. However, it is important that this is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrates the consequences of not complying with their responsibilities.
5. To reduce the likelihood of any further offending and help ensure that the landlord fully complies with all legal responsibilities in future. The level of penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.
6. To deter others from committing similar offences. While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels. An important part of deterrence is the realisation that the Council are proactive in levying civil penalties where needed and that the level of civil penalty is high enough to both punish the offender and deter repeat offending. Where a landlord or property agent receives two civil penalties over a 12 month period, we will include that persons details in the central government database of rogue landlords and property agents in order to help ensure that other local authorities are made aware that formal action has been taken against that person.
7. To remove any financial benefit the offender may have obtained as a result of committing the offence. It should not be cheaper to offend than to ensure that a property is well maintained and properly managed.

These principles will be applied using the Culpability/Harm matrix set out below to arrive at an appropriate penalty.

Culpability

Very High: The offender intentionally breached or flagrantly disregarded the law. This may be evidenced by numerous previous failures to comply with enforcement action.

High: Actual foresight of, or wilful blindness to risk of offending, but risk nevertheless taken. This may be evidenced by some previous enforcement activity.

Medium: Offence committed through act or omission which a person exercising reasonable care would not commit.

Low: Little fault, because, for example, efforts were made to address the risk, albeit they were inadequate on this occasion, or failings were minor and occurred as an isolated incident.

Harm:

Level 1: Multiple serious failings giving rise, for example to a number of Category 1 Hazards that posed a substantial risk to occupiers, or very serious breach of HMO management regulations.

Level 2: Significant risk arising from, for example, a single Category 1 Hazard, a number of Category 2 Hazards, or significant breach of HMO management regulations.

Level 3: Lower risk arising, for example, from one or two Category 2 Hazards only, or from a minor breach of the HMO management Regulations.

Calculating the Civil Penalty Level

The level of civil penalty will be calculated with reference to the table on the following page. A history of previous non-compliance and/or evidence of financial gain from the failure to comply will result in a higher penalty being imposed within the range shown. Previous good character, less financial gain and evidence of efforts to remedy the situation will result in a lower penalty within the range.

	Starting Point	Range
Very High Culpability		
Harm Level 1	£20,000	£10,000 - £30,000
Harm Level 2	£10,000	£5,000 - £15,000
Harm Level 3	£5,000	£2,500 - £7,500
High Culpability		
Harm Level 1	£10,000	£5,000 - £15,000
Harm Level 2	£7,500	£3,750 - £11,250
Harm Level 3	£3,000	£1,500 – £4,500
Medium Culpability		
Harm Level 1	£5,000	£2,500 - £7,500
Harm Level 2	£3,500	£1,750 - £5,250
Harm Level 3	£2,000	£1,000 - £3,000
Low Culpability		
Harm Level 1	£3000	£1,500 - £4,500
Harm Level 2	£2,000	£1,000 - £3,000
Harm Level 3	£1,000	£500 - £1,500

Appendix 2**Smoke and Carbon Monoxide Alarm (England) Regulations 2015****Statement of Principles**

The Regulations require a statement of principles to be followed in order to determine the amount of a penalty charge. This statement is published as required by the Regulations and will be used by the Council to determine the amount of any penalty charge it makes under regulation 8:

1. Regulation 8 specifies that the amount of the penalty charge will not exceed £5,000.
2. Regulation 9 allows for the penalty charge to be reduced if it is paid within 14 days of the date the penalty charge notice is served.
3. The requirement on residential landlords to install smoke alarms and (where relevant) carbon monoxide alarms can be done at relatively low cost by the landlord and are designed to protect the safety of tenants.
4. Only when a landlord fails to comply with a remedial notice can a penalty charge notice be served. A landlord cannot be regarded as being in breach of a remedial notice if he/she has taken all reasonable steps to comply.
5. If the landlord fails to comply with the remedial notice, the Council will directly incur costs because regulation 7 requires the Council to carry out the remedial work itself.
6. As well as allowing for the recovery of the Council's costs for work carried out in default, the penalty charge will be a deterrent if set at a high level.
7. The Regulations would not have allowed a maximum fine of £5000 had it not been envisaged that this is the amount considered fair for Councils to levy.
8. The number of alarms the landlord is expected to install is unlikely to vary significantly from property to property, so the expectations on most landlords are similar. On this basis, it is considered reasonable to set most penalty notices at the same level.
9. The starting point for the fixed penalty notice will be £5,000, with a 50% reduction for a first offence. For second and subsequent offences the maximum charge will be imposed. The charge will be reduced where payment is made within 14 days of the penalty charge being levied.

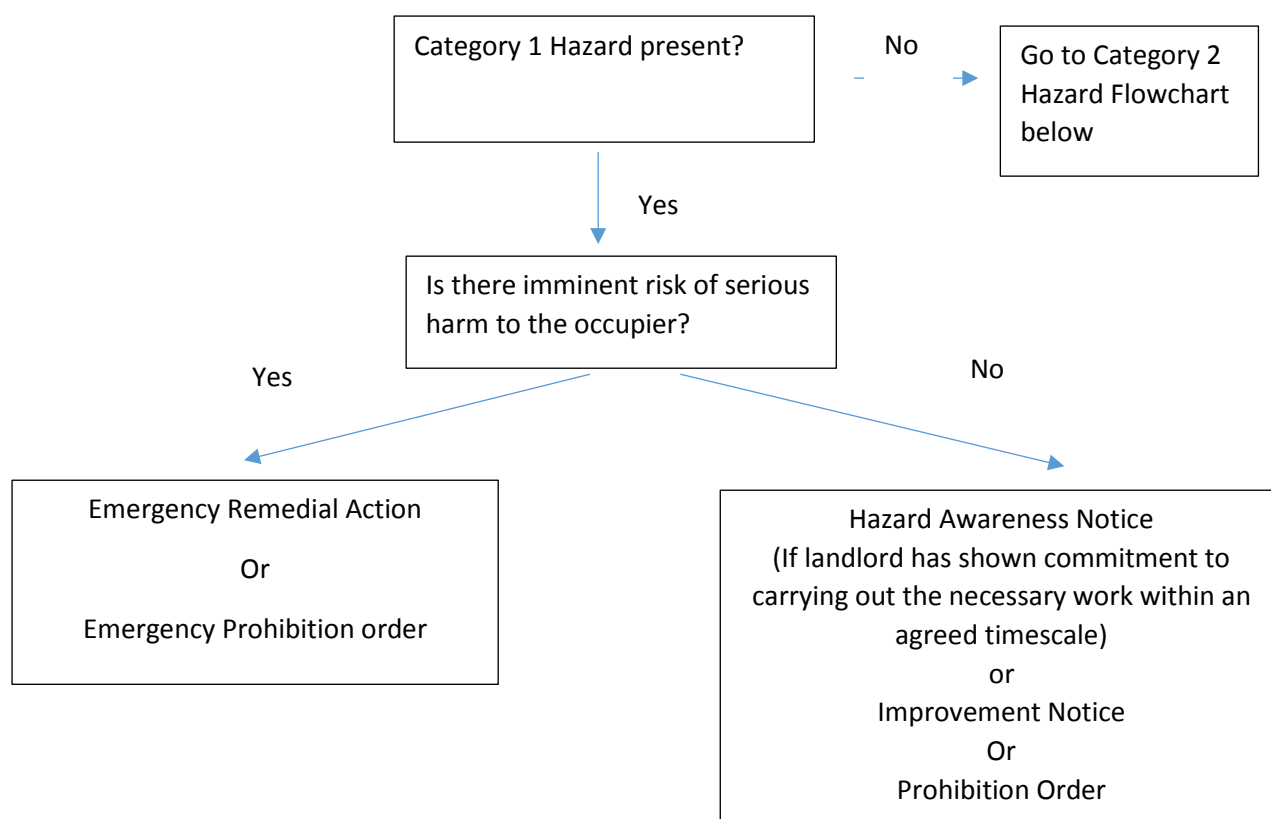
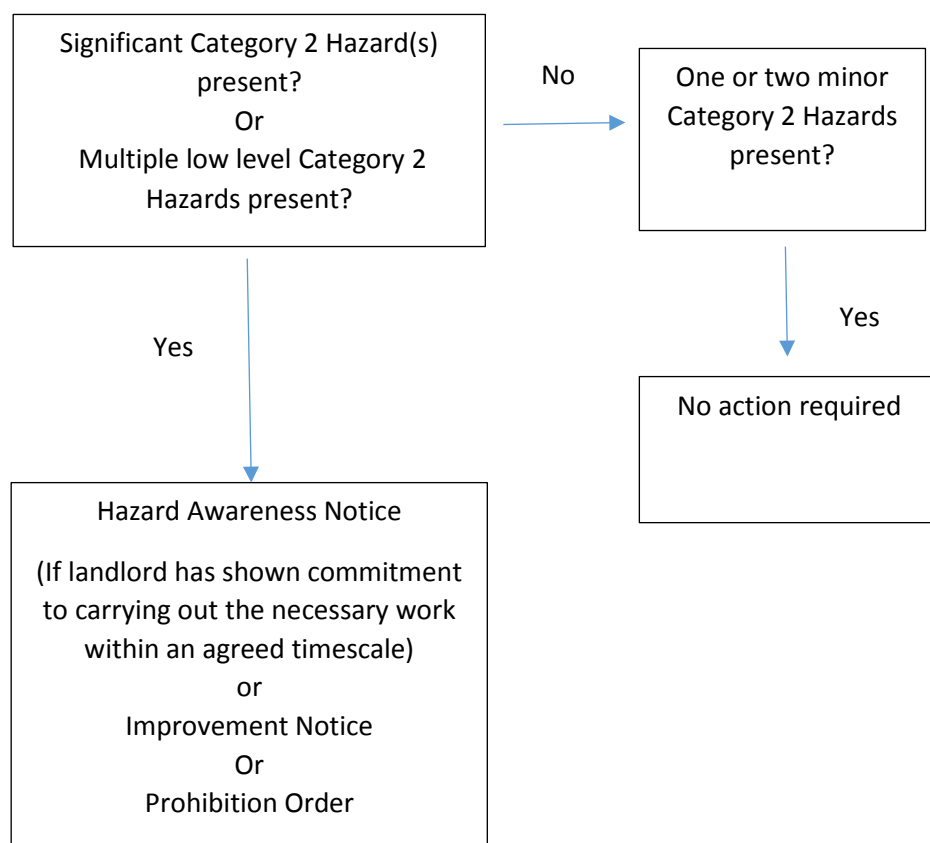
Summary of charges

	Penalty Charge	Reduced penalty charge (payment within 14 days)
First offence	£2,500	£1,250
Second and subsequent offences	£5,000	£3,500

List of consultees:

Fylde Landlords Forum
 Lancashire Housing Officers Group
 Local estate and letting agents
 Citizens Advice
 Shelter
 The general public through Facebook, Twitter and the Council's website

Directorate	Development Services	Section	Housing Services	Ref. Number	
Authorised By	Paul Walker	Job title	Director of Development Services	Issue Date	28 January 2019
Author	Ursula Seddon	Job title	Principal Housing Services Officer	Revision No	1
Page 1 of 1					

Category 1 Hazard – Flowchart 1**Category 2 Hazard - Flowchart 2**

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	4 MARCH 2019	5
UPDATE ON THE COMMUNITY HOUSING FUND			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Community Housing Fund was announced in December 2016 by DCLG and provides revenue grant funding to enable community-led housing (CLH) schemes. Fylde Council was allocated a sum of £440,381 from the fund. Future funding bids for community-led projects will be via Homes England.

The initial grant allocation was to be used to build capacity within local groups such as improving technical skills, setting up support hubs to offer advice, business planning and providing staff to review local housing needs. In January 2018 a part-time Community Housing Fund (CHF) Development Officer was appointed for a period of 12 months. The role of the post is to promote community led development within Fylde, map existing interest from communities and develop supporting information for groups. The post was initially shared with Lancaster City Council until June 2018 as a full time post, after which, the post has remained within Fylde Council as a part time, 18.5 hour post.

The project has established a Fylde Council Community Housing Grant Fund Policy for communities considering community-led development to establish into a formal community group and undertake feasibility works on possible development sites. Contact has been made with existing community groups, parish and town councils in Fylde to promote the project and the scheme. The project has become involved with a community-led regeneration project at Lindsay Court, New Road, St Annes. A housing need survey has been completed with residents at Lindsay Court and community engagement events have taken place to consider future options, following the engagement of Regenda Regeneration Services to work with residents to co-design a deliverable regeneration solution.

This report is an update on the Community Housing Fund project and to request approval for extension of the CHF Development Officer post for a further period of 2 years to continue to promote community-led development within Fylde and to support the residents at Lindsay Court to take forward options for the site following the engagement of Regenda Regeneration Services. These two aspects of the work will require a funded budget increase for this purpose in the total sum of £75,000 across years 2018/19 to 2020/21 to be met from the Community Housing Fund grant received by Fylde Council in December 2016.

RECOMMENDATIONS

The Committee is requested to:

1. Note the contents of the report and the progress made to date in delivery of the Community Housing Fund project;
2. Note the contents of the related Information Item: Qualified Informal Procedure – Lindsay Court Resident Options Testing; and
3. Recommend to Council approval of a fully-funded revenue budget increase in the sum of £75,000 to provide sufficient resource for the continued delivery of the Community Housing Fund project as detailed within this report. The funding is required in the financial years 2018/19 to 2020/21 (£4,500 in 2018/19, £54,000 in 2019/20 and, £16,500 in 2020/21) to be met in full from the Community Housing Fund grant that the Council received in December 2016.

SUMMARY OF PREVIOUS DECISIONS

Minutes of Environmental, Health and Housing Committee 13th March 2018

It was RESOLVED to;

1. To note the contents of the report and the proposal to introduce a Community Housing Grant Policy;
2. Approve the adoption of the Community Housing Fund Grant Policy as attached at Appendix 1 to the report; and
3. Approve expenditure to a total sum of £60,000 in respect of the provision of grants in accordance with the Community Housing Fund Grant Policy.

Minutes of Council 17th July 2017

It was RESOLVED to;

1. Approve a fully-funded revenue budget increase in the sum of £440,381, funded by the Community Housing Fund grant in the same sum, as recommended by the Environment, Health and Housing Committee at the meeting of 20th June 2017; and
2. To note that Subject to 1 above, part of the funding in the sum of £100,000 will be used to provide support for the Church Road Methodist Church Project, (Committee 17th October 2016) which would in turn allow the S106 funds previously ear-marked for this project to be re-directed to support other affordable housing developments elsewhere in the Borough.

Minutes of Environmental, Health and Housing Committee 20th June 2017

It was RESOLVED;

1. To note the contents of the report and the proposals to take forward the Community Housing Fund in Fylde, noting that the funds in Year 1 should be used to develop an approach that fits within the current situation within the borough and a need to raise awareness of the Community Led Housing;
2. To recommend to Council approval of a fully-funded revenue budget increase for the total sum of £440,381 funded by the Community Housing Fund grant in the same sum;
3. Subject to 2 above, approve the engagement of a shared Community Housing Fund Development Officer (with Lancaster City Council) initially for a 12-month period to identify and build capacity within local groups by mapping existing interest and developing supporting information for groups to enable the local authority to draw down subsequent years funding to deliver housing on the ground for local people; and
4. Subject to 2 above, approve that part of the funding in the sum of £100,000 be used to provide support for the Church Road Methodist Church Project, (Committee 17th October 2016) which would in turn allow the S106 funds previously ear-marked for this project to be re-directed to support other affordable housing developments elsewhere in the Borough.

Minutes of Council 17th October 2016

It was RESOLVED to:

1. Approve a fully funded addition to the Capital Programme in the sum of £550,00 –
“Affordable Housing Scheme at Church Road Methodist Church” – for 2017/18 to be fully funded from part of the balance of S106 developer contributions for affordable housing currently held by the Council for this purpose (from Agreement Ref: 03/0157 – Queen Mary School Development: a total capital contribution of £550,000 to deliver 10 units for affordable rent at Church Road Methodist Church, St Anne’s to Great Places Housing Association); and
2. Authorise expenditure in the sum of £550,000 to Great Places Housing Association in relation to the scheme after regard and consideration of the compliance with the financial regulations covered within the body of the report.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

COMMUNITY HOUSING FUND DEVELOPMENT AT FYLDE

1. The Community Housing Fund was announced in December 2016. In year 1 Fylde BC were awarded £440,381 to establish community led housing within the borough. The fund provides revenue and capital funding as an alternative to, or to augment and bridge gaps in existing funding to increase genuinely community led housing in areas with high levels of second home ownership.
2. The first year's funding did not have to generate quick delivery of units on the ground. There was flexibility for local authorities to develop an approach that fits within the current approaches that exist within their boroughs. Subsequent years funding will be managed by Homes England.
3. Within Fylde opportunities for new build community led housing approaches is limited and resources were required to establish what exists on the ground and options for the fund that would meet the priorities in the borough. The initial grant allocation was to be used to build capacity within local groups such as improving technical skills, setting up support hubs to offer advice, business planning and providing staff to review local housing needs.
4. In January 2018 a part-time Community Housing Fund (CHF) Development Officer was appointed to progress community-led development within the borough. The post was initially shared with Lancaster City Council to create a full time post and from June 2018, it reverted back to a part time post within Fylde at 18.5 hours per week from 11th June 2018. The role of the post is to promote community led development within Fylde, map existing interest from communities and develop supporting information for groups. Table 1 details tasks undertaken in the first 12 months of the project.
5. Environment Health and Housing Committee 13th March 2018 approved expenditure to a total sum of £60,000 in respect of the Community Housing Fund Grant Policy. To date no communities have made applications to the grant fund, however it is anticipated Lindsay Court Community Group will be submitting application to both Stage 1 and Stage 2 costs. The fund can be used by communities for:

Stage 1 costs (not exceeding £5k)

- Community development work – support community engagement work with local communities to set up and develop a community organisation.
- Community development/set up fund – to support the development of a specific group to ensure they fulfil the council's requirements and are a legal entity.

Stage 2 costs (not exceeding £15k)

- Feasibility Fund - support initial feasibility work for a potential community led housing scheme.

Table 1 – Community Housing Fund Project January to 2018 to January 2019

Project Description	Outcomes
1. Develop Affordable Housing Policy that encompasses all options for affordable housing including community led development	Completed and agreed by Registered Provider Partnership. Informed development of Affordable Housing Supplementary Planning Document.
2. Engage with Registered Providers of Affordable Housing to promote community led development on new build schemes	On-going and supporting delivery of affordable housing within the borough.
3. Develop a Community Housing Grant Policy and application process to enable funding to be made available	Approved by Environmental Health and Housing Committee on the 13 th March 2018 with approved expenditure up to £60,000. Is available on the new council website.
4. Producing awareness raising material to promote community led development in Fylde.	Leaflet available on new council website. Grant policy and leaflet sent to all parish and town councils in Fylde in April 2018. Show and Tell event with wider housing team for staff, Councillors and partner agencies in May 2018.
5. Engage with and support existing community groups to provide to provide information on options for project development and delivery.	Approached by Lindsay Court residents following concerns from several residents on costs to refurbish the site. Ongoing project supporting community to form into a legal status to take forward viable options for regeneration. Regeneration Services at Regenda engaged to provide specialist support to the community on viable options for the scheme.
6. Undertake Housing Need Surveys in agreement with planning and housing priorities	Lindsay Court Sept 2019 to support private sector team. Elswick parish council approached to inform development of two sites. The parish council chose not to go ahead with the survey.
7. Produce exemplar material on Church Road Methodist funded from Community Housing Fund to illustrate concept	On-going. Scheme to be handed over in July 2019.

LINDSAY COURT, NEW ROAD, ST ANNES

6. The housing need survey at Lindsay Court was completed in the Autumn of 2018. A return rate of 36.5% for the resident survey and 30% from the landlords/leaseholders, gave us a valuable and robust insight into the housing and building issues at Lindsay Court. The summary of the survey can be found in Appendix 2.
7. Lindsay Court was built in the 1960s and is a development of 96, 2 bed flats, spanning 16 blocks. With lack of investment into the repairs and maintenance on site the buildings have become dilapidated and repair work is required. The land is in private ownership with one third of the flats are owner occupied, the remainder are let out privately. The current proposal for the site is a full fabric scheme requiring a £30,000 contribution from each owner.

8. Fylde Council have an enforcement role under the Housing Act 2004 to ensure that private sector homes are safe for residents and neighbourhoods and to ensure that private sector homes are of a reasonable standard. In 2018 the private sector team received 5 complaints and in 2019 3, complaints have been received so far this year and it is possible the number of complaints will increase as the structural condition of the properties deteriorates.
9. The opportunity presented under the Community Housing Fund has enable Fylde Council to take a proactive approach in trying to facilitate an inclusive process that will link the community, local Councillors, the managing agent Homestead, Homes England and the MP Mark Menzies into an emerging partnership to establish options for the regeneration and refurbishment of the site.
10. Regeneration Services at Regenda were approached to establish if they would be interested in working with Fylde Council to work up options for the site. They are working within Fleetwood to regenerate an area within and around their housing stock and this work informed how they would approach working with residents of Lindsay Court. The project is not simply about the fabric of the buildings, it is about bringing the community together to plan how they will take forward and commit to the regeneration of their homes. As in Fleetwood there are mixed tenures within the properties and therefore mixed views within the community on the best end result.
11. A Qualified Informal procedure for Lindsay Court resident options testing has been submitted to this Committee to advise on the engagement of Regenda Regeneration Services and their proposal for the co-design a deliverable regeneration solution for Lindsay Court can be found in Appendix 3. They will work with the community from a social housing investment perspective. They have engaged as part of the project CASS associates who will bring on board private sector investment expertise. Together they will test options that include part social/part private sector investment options for the entire site. The total costs for this work is £35,000.

THE COMMUNITY HOUSING FUND ADMINISTERED BY HOMES ENGLAND

12. Homes England have been supportive of the project and have engaged with Fylde Council to work up a scheme that could be submitted to the Community Housing Fund. The funding is split into two phases. Phase One is making grants to organisations for revenue funding for capacity building, including revenue grants to local authorities to support community groups. Phase Two is for capital costs for associated infrastructure costs which will support community housing development.
13. Although Fylde Council have not had a formal response from Homes England regarding the outcome of the Phase One funding bid, which covers employing an Officer to work specifically with Lindsay Court residents and engaging Regenda Regeneration Services, officers have been advised that HE require match funding for Phase One, which cannot be from projects that have already been funded by the Community Housing Fund announced in December 2016 (see paragraph 1).
14. Officers have sought clarification of this position as ultimately the bid is based on the work arising from the project established under that initial funding stream in December 2016, and therefore it is logical to match fund from this initial tranche of monies. Monies which allowed flexibility for local authorities to develop an approach towards community led development that fits within the current approaches that exist within the boroughs.
15. In addition the council has been advised that local authorities need to have spent all their funding from the Community Housing Fund received in December 2016. With commitments already made from this funding and the extension of the Project Officer role for a further two years and the engagement of Regenda Regeneration Services, there will be remaining £189,000 from this funding source.
16. Regardless of the outcome from the revenue funding bid to Homes England for the Community Housing Fund, officers are still hopeful the residents at Lindsay Court will be in a position to apply for the Capital funding Phase 2 from the Community Housing Fund in the Autumn of 2019. There will be a requirement for social housing to be delivered as part of the overall project.

IMPLICATIONS	
Finance	This report requests that the committee recommend to Council approval of a fully-funded revenue budget increase in the sum of £75,000 to provide sufficient resource for the continued delivery of the Community Housing Fund project (as detailed within this report) to be met in full from the Community Housing Fund grant that the Council received in December 2016.
Legal	None
Community Safety	None
Human Rights and Equalities	None
Sustainability and Environmental Impact	None
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Kirstine Riding	Kirstine.riding@fylde.gov.uk & Tel 01253 658569	11 th February 2019

BACKGROUND PAPERS		
Name of document	Date	
Community Housing Fund Grant Policy	Sept 2018	Community Housing Fund
Affordable Housing Policy	Sept 2018	Affordable Housing Policy
Homes England Community Housing Fund	Sept 2018	https://www.gov.uk/government/collections/community-housing-fund

Attached documents

Appendix 1 - Community Led Housing Leaflet

Appendix 2 – Lindsay Court Residents Survey

Appendix 3 – Lindsay Court final proposal Regenda Regeneration Services

Want to know more?

Fylde Council are operating a grant fund policy open for applications from Community-led groups to support community-led housing schemes. To find out if you are eligible and to access an application:

Visit: www.fylde.gov.uk/.....

Alternatively you can contact:

Kate Astley

Community Housing Fund Development Officer

01253 658420

Community-led Housing



Are there empty properties which could be brought back to life?

Does your community need more affordable housing so local people can remain local?

Community-led housing could be the answer



What is it?

‘Community-led Housing’ is a way for you: local people/communities to ease local housing demand by designing, developing and/or managing truly affordable housing.

No one knows your communities better than you, you live in them, work in them and collectively make your community what it is and what it stands for.

It can:-

- ◆ Be delivered in both rural and urban areas – it isn’t a one size fits all concept.
- ◆ Be the development of new build properties, re-use of existing buildings and bringing empty homes back into use.
- ◆ Be delivered by independent community groups, existing community organisations, Registered providers, landowners, Developers and local Authority



How can I be involved?

We are looking to raise awareness of community-led housing across the Borough and want to identify any areas for a community-led housing scheme.

Fylde council are looking for local community groups/ stakeholders that identify that their local communities require a shake up to their housing market and are interested in community-led housing.

There are three main ways in which community-led groups become involved in the process

Group-led: Community-led groups formed in response to local housing need, or to deliver their own homes. These could emerge from existing networks such as Neighbourhood Forums, Neighbourhood Plan Groups and Parish Councils.

Extension of community based activity: Existing community-based organisations with local roots decide to provide housing in addition to their current activities.

Developer-led partnership: A Local Authority, Landowner, Registered Provider or local developer wanting to provide housing that incorporates a community-led element.

LINDSAY COURT

HOUSING NEED SURVEY SUMMARY

Introduction

Lindsay Court, New Road, FY8 2SR is a development situated in Lytham St Annes – on the boundary line shared with Blackpool. Built in the 1960's the 2 bed flats span across 16 blocks. With lack of investment into the repairs and maintenance on site buildings have become dilapidated and repair work is required. The current proposal for the site is a full fabric repair scheme requiring a £30,000 contribution from each owner. Homestead the current Management agent for the site are at liberty to commence collection of the contribution amount from leaseholder in 3 instalments during the 2018 service charge year.

A 100% postal housing need survey was issued to all residents and Leaseholders of Lindsay Court in July 2018



96 Surveys posted
35 responses received

**Response
Rate**

36.5%

66% Rented tenure

33 owner occupiers

63 properties are let by
37 leaseholders

34%

Part 1—Your Household

The first question of the survey asked respondents what they **liked about living at Lindsay Court**—Response was good for this question showing there are many positive factors with living at Lindsay Court. Below is the table of results; Amenities, Transport Links and Affordability topped the list.

Transport Links	27
Environment	13
Affordability	20
Nearby Services - GP, Hospital, School	17
Amenities - Shops, Beach	28
Employment Opportunities	1
Close to friends/ Family	17
Being part of a community	16
Other	3

In comparison respondents were asked what they didn't like about living at Lindsay Court—A few of the responses are detailed below. 91% of respondents answered question 2.

'poor condition of most of the external buildings. Damp integral walls, draughty windows'

'the way it is run by different letting agents'

'the general state of the buildings and garages'

'no we are happy here'

Responses to this questions were predominantly regarding the disrepair of the buildings

The prominent age category of the residents at Lindsay Court is 60+ years with a 64% of the population of residents being aged 60+.

Data from 2011 census of St Leonards ward showed 27.76% of ward residents were aged 60—84

Data from the housing need survey of Lindsay Court shows that there is a concentration of over 60's living in the development.

Over Half of respondents are single and living alone at Lindsay Court. Lindsay Court boasts spacious 2 bed apartments, this shows that a high number of properties are under occupied

64%

**of residents are
60+ years old**

57%

**Of residents are
single and living
alone**

LINDSAY COURT HOUSING NEED SURVEY SUMMARY

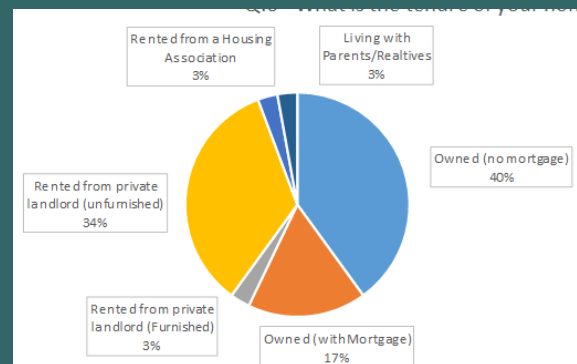
34% of respondents indicated they had **lived in the Fylde Borough for 11-20 years**. Establishing whether Lindsay court has a transient population will assist when exploring housing options in future if there is displacement of individuals due to proposed works. The data shows that Lindsay Court residents are not transient in and out of the Borough and a strong local connection is prominent.

0 - 2 years	6
3 - 5 years	5
6 - 10 years	4
11 - 20 years	12
21 - 40 years	7
40 + years	1

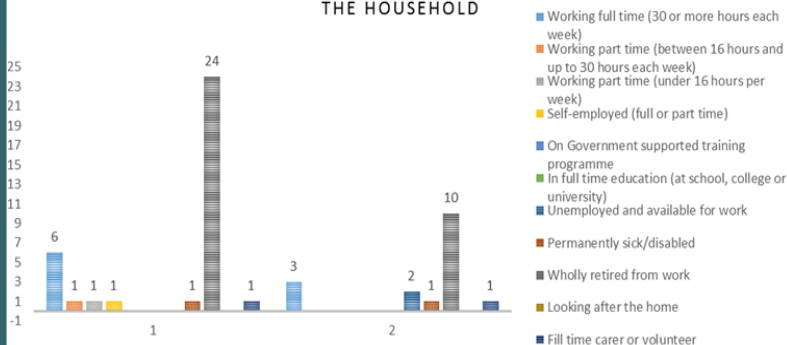
Data from the Fylde District profile carried out in 2012 by Fylde Borough Council showed that more than 46% of residents across Fylde lived in the Fylde area for 10 or more years.

40% of respondents stated the tenure of their home was owned without mortgage

34% are rented from private landlords



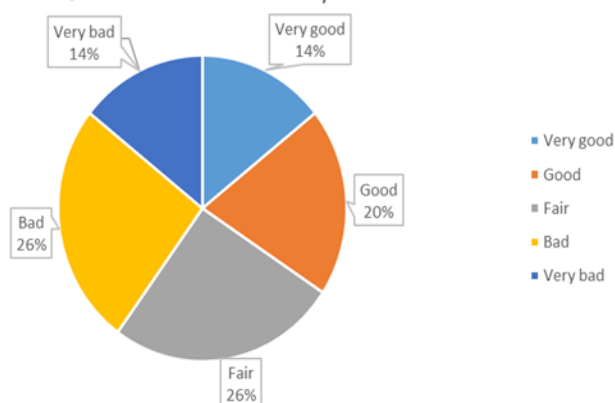
Q8 - WHICH BEST DESCRIBES THE EMPLOYMENT STATUS OF YOURSELF AND THE NEXT ELDEST RELATIVE/ PERSON OVER 18 IN THE HOUSEHOLD



The two main residents from each household were asked to indicate their employment status. 24 of the 35 respondents (**69%**) stated they were wholly retired from work and 10 out of the 14 (**71%**) secondary residents were also wholly retired. This data explains answers from question 1 which asked for the **benefits of living at Lindsay Court** as employment opportunities received only one vote (1%) of the responses. Lindsay Court is situated on key transport links for ease of access across the Fylde Coast and close to a large retail park—employment opportunities for the area are extensive.

Part 2—Your Home

Q 10 - What condition is your home in



With major works proposed for the site deemed proportionate by Tribunal question 10 asked respondents what **condition residents thought their properties were in**. The answers were fairly spread across the spectrum. This reiterates the overall view that properties at Lindsay Court are in various states of repair.

Due to site layout and proximity to the coastline some properties may have suffered more weather damage and water ingress than others.

A breakdown of proposed works for each block was provided by Homestead at the Tribunal; each block required similar works, costs did vary slightly across blocks. It was ruled that the overall cost of works would be divided between the total 96 properties and not divided in blocks this means that all leaseholders are required to pay the same amount for the major works.

LINDSAY COURT HOUSING NEED SURVEY SUMMARY

A total of 14 respondents answered bad or very bad to question 10 (very bad - 5 **14%**) (Bad - 9 **26%**). For respondents stating bad or very bad to question 10 they were asked to provide additional information. An additional 8 respondents chose to add additional comments – a total of 22 respondents chose to answer question 11.

Very good	5
Good	7
Fair	9
Bad	9
Very bad	5

Some responses regarding the condition of respondents homes are detailed below. The responses have been anonymised and selected at random.

'cold damp draughty. Water comes in when raining'

'heating is very poor and antiquated'

'just a bit of damp and windows need sealing more, otherwise good'

'Very damp due to the deterioration of the buildings, needs pointing, cavity walls clearing, new gutters etc.'

'my windows are disgusting im cold all the time in the winter because of the draughts. I have to huddle up to the radiator at night'

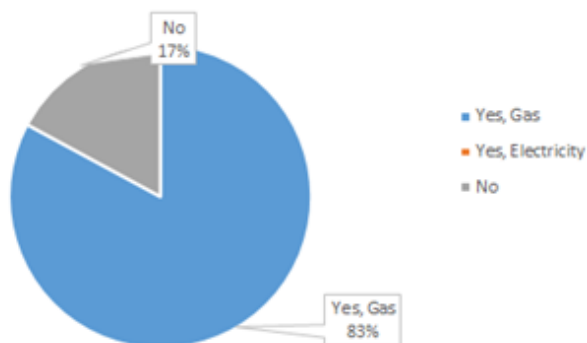
Questions 12 – 16 were created to establish an understanding of the facilities within properties, these questions were asked with the view to establish whether there was any fuel poverty and whether any Eco grants could be awarded or sourced to improve energy efficiency and thus in turn maybe decrease the overall major works.

As these questions were simple Yes/No answers they have been displayed below with an overview of all.

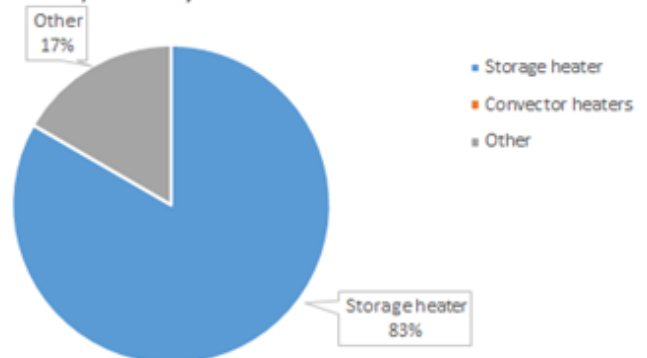
83% of properties captured within the survey have central heating

Of the **17%** that do not they are predominantly heated via storage heaters

Q. 12 - Do you have central heating

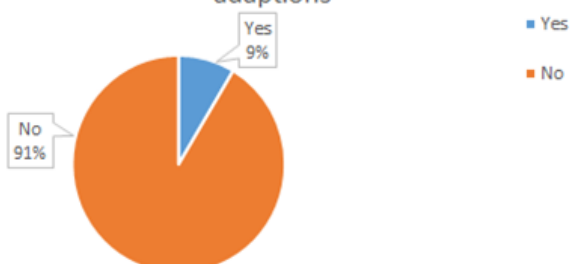


Q.13 -If not, How is your home heated



With the population of residents at Lindsay Court being predominantly aged over 60 establishing whether any disability adaptations are present in any properties would indicate whether further work is needed or whether the properties are fit for purpose.

Q.15 Does your property have any disability adaptations



91% of respondents answer NO to their properties having any disability adaptations present.

86% of properties have double glazing

11% are partially glazed

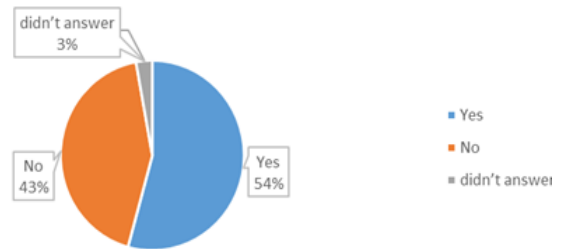


LINDSAY COURT HOUSING NEED SURVEY SUMMARY

During a discussion with resident representatives and Homestead it was suggested that a question regarding the **garages on site** should be included to ascertain their location and which property they were associated with as there is currently no record of this information.

Further work is needed to ascertain which garages are allocated to which properties

Q.16 Does your property have a garage included



91%

said YES they felt their building was in need of repair

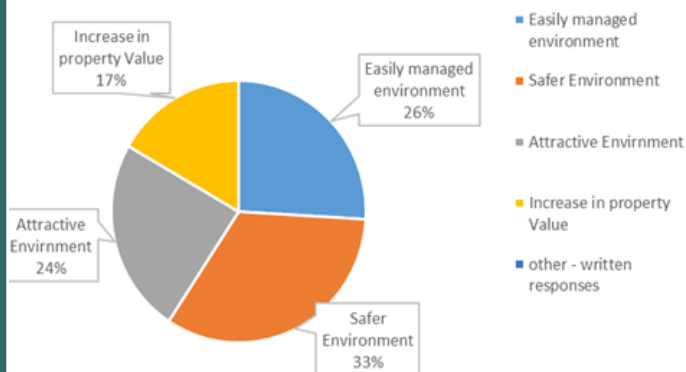
74%

would support improvements to all blocks

26%

would only support work to their block

Q.19 Please tick which is most important to you and where you live



Question 19 asked what was most important to respondents and where they lived. Responses showed that the highest ranking answer was easily managed environment (**26%**) and safer environment (**33%**)

Respondents were given the option to include 'other' answers, these are as follows. Answers have been anonymised.

'Simply want the blocks done as promised'

'need more control and vetting to avoid drug addicts and other unstable residents who cause disruption and threatening behaviour'

'very good for old people, feel safe and look out for each other'

'a fairer, more considerate freeholder and manager'

Part 3 –You

Capturing financial information from residents is sensitive, with a major works scheme proposed at £30,000 per property and the management agent Homestead due to start the process of collecting this money it was important for respondents to answer these questions to give an in depth insight to the financial situation. Within Part 3 of the survey the number of respondents who chose not to answer was recorded as it was felt capturing the amount of respondents unwilling to provide financial information could be beneficial to the outcome of the survey. Within the covering letter sent to all residents along with the survey document it was explained how financial data would be handled and the **importance of these questions being answered to aid in finding workable solutions for the site.**

Household income data was captured by asking respondents to indicate the household net income and any income received via benefits.

less than £100p/w (less than £433.33mnth)	
£100-200p/w (433.33-866.66mnth)	4
£200-300p/w (866.66-1300.00mnth)	15
£300-400p/w (1300-1733.33mnth)	5
£400-500p/w (1733.33-2166.66mnth)	2
more than £600p/w (£2600mnth)	1
NO ANSWER	8

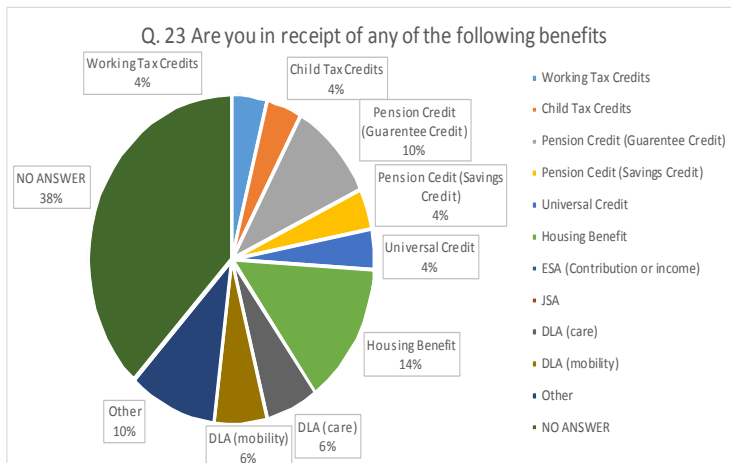
23% of respondents chose not to provide an answer regarding their net income

43% of respondents stated their weekly net income is £200-300.

This data falls below the income figures published in the 2012 Fylde district profile which stated that the mean income in Fylde was £27,400 per annum

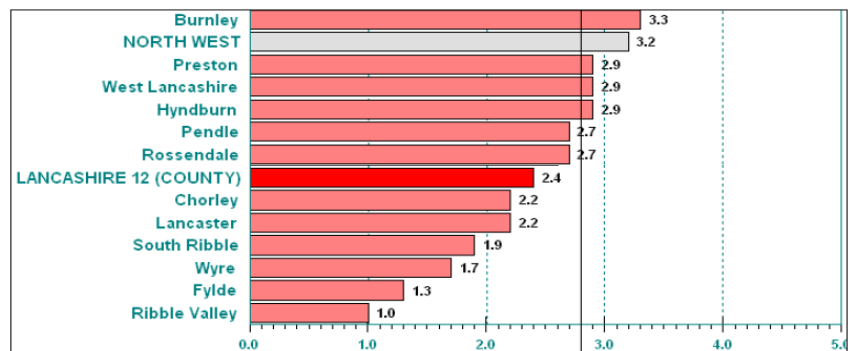
LINDSAY COURT HOUSING NEED SURVEY SUMMARY

19 respondents (38%) chose not to answer question 23 indication as to whether they are in receipt of any benefits. Of the respondents who answered housing benefit was the most prevalent with 14% of the participating respondents indicating they are in receipt of housing Benefit.



The Fylde District Profile showed that Fylde had the second lowest claimant rates in Lancashire. As per table below taken from 'Fylde District Profile 2012'

Fylde has the second lowest claimant rates in Lancashire and is less than half that of the North West as a whole.



6%
of applicable
respondents receive
help towards rent/
mortgage

41%
Have no savings or
equity in their
home

With the current proposed major works scheme each property/leaseholder is liable for £30,000 towards the repairs on the development – many leaseholders have openly discussed that they are facing financial issues due to age, employment status and the inability to release equity raise finance meaning they cannot pay the £30,000. **41% of respondents stating they have no savings or equity with their properties this supports these claims.**

Property valuations are key to understanding the current market at Lindsay Court – After research online current properties are marketing for sale on the development for £45,000 with two sales taking place in 2018 at £45,000 and £49,000 – valuations above this have no evidence to support they could be achieved in their current state of repair.

26%
Have had their
property valued

64%
of respondents do not have a
mortgage on their property

61%
felt the value of their prop-
erty was less than £75,000

Respondents were asked how much they had left on their mortgage if they had answered 'yes' to question 31 – 'Do you have a mortgage on your current home'. There were 6 responses ranging from £40k – £70k. **The outstanding mortgage amounts stated by respondents are substantial.** With properties on site currently advertised on www.Zoopla.co.uk for on average £45,000 the figures below show respondents currently owe more on their mortgages than the current 'value' of the properties. This is an area for concern in regards to the re-mortgage potential to raise finance.

Further to this respondents were asked how long they had remaining on their mortgage – the responses are stated below:

- 12 years
- 15 years
- Lifetime mortgage – interest only
- 12 years
- 12 years
- 15 years

These findings show that participating respondents have substantial amount of time left of their mortgage repayments on values that are far above current valuations of properties on site.

LINDSAY COURT HOUSING NEED SURVEY SUMMARY

Any Further comments:

Respondents were invited to may further comments or suggestions.

17 respondents (49%) chose to add further comments—some anonymised responses have been included below:

'I dread another winter – I have to book overnight stay in hotel because of roof lifting and banging as it's been off in the past and repairs to it not very good and the musty smell on my belongings not very nice. I have reported this numerous times, but recently can't get hold of anybody – never at their desk. '

'I find it difficult to believe that any of the proposed works will take place. I have heard this has been going on for years.'

'The sooner repairs are carried out the better'

'We would both prefer council bungalow as we are both disabled and we are in a first floor flat'

Co-designing a Deliverable Regeneration Solution for Lindsay Court, Squires Gate Lane, St. Annes; Final Summary Proposal

Date: December 2018

Lead: Chris Standish, Regeneration Services Team, Regenda Group

Client: Kirstine Riding, Housing Services Manager, Fylde Borough Council

- 1. Background and Need:** Lindsay Court is located at the North of the Borough, adjacent to the former Pontins holiday park and Squires Gate railway station. It consists of 96 flats located in six blocks with ancillary garages and green spaces. Built in the late 1960's / early 1970's the land is in private ownership with one third of the flats being owner occupied, the remainder sub-let to tenants. The age profile is overwhelmingly 60-80 year old. A good proportion of these receive some sort of benefit entitlement.

Managed by Homestead, the flats and the site is falling into chronic disrepair. A full fabric repair scheme has been developed requiring a £30k contribution from each owner. All parties seem to realise the need for something to be done, but the current proposal is unrealistic.

Fylde BC have taken a proactive approach in trying to facilitate an agreed, inclusive process, linking Homes England into an emerging partnership solution. Fylde want to establish an inclusive approach that tests options with residents, stakeholders and landowners and results in a co-designed long term deliverable solution. There is an opportunity to develop a transferable best practice model recognised and adopted by MHCLG and National Housing Federation into new policy and funding frameworks. Fylde have asked the Regeneration Services Team at the Regenda Group to scope a possible process to address this issue that can be discussed and developed further.

2. The Proposed Approach:

- a) Research and Data Collection – housing needs / land ownerships / spatial context / planning and highways / build costs and market review.
Outcome – develop a clearly informed quantitative evidence base.
Timescale – end December 2018.
- b) Co-design process and outcomes over agreed time period – invite residents, partners and stakeholders to a series of meetings to co-design an agreed process that will lead to an agreed preferred solution / outcomes. Create an integrated client Steering Group to check and challenge throughout the process.
Outcome – qualitative evidence, trust building and transparency around a co-designed process.
Timescale – end December 2018.
- c) Develop initial Options for discussion – a range of options that consider implications for people and place over the long term. Support Residents in progressing the establishment of their own CIC.
Outcome – series of broad options with indicative costs, outline designs and appraisals, regeneration S.W.O.T. analysis.
Timescale – end January 2018.
- d) Consult initial Options with residents, partners and stakeholders.

Outcome – establish the principles of a preferred option that can be developed further. Support residents in being ready to launch the CIC.

Timescale – end February 2019.

- e) Refine and test Preferred Option – develop drawings, layouts and plans / market demand and development appraisals / planning related issues / potential phasing and implications for residents / indicative resources and plan / action plan for securing wider regeneration outcomes. Residents bid for CHF funding for surveys and grants.

Outcome – RIBA stage C plans produced along with co-design vision and draft report for consideration.

Timescale – start April 2019.

- f) Consult preferred option with residents, partners and stakeholders.

Outcome – informed discussions to amend and inform a completed final option.

Timescale – end April 2019.

- g) Produce Final preferred Option and report – final report with wider regeneration impacts and clear, agreed action plan in place.

Outcome – final option agreed by residents, partners and stakeholders with agreed action plan and clear governance structure in place to coordinate action through time.

Timescale – end May 2019.

The process and approach fed into MHCLG and National Housing Federation event (hosted by Regenda) in November 2018, the aim being that the policy and funding framework which emerge in 2019 includes the model and the agreed final solution as best practice.

3. Timescales: September 2018 – May 2019.

4. Costs: £35k

5. The Team: The team will be led by Chris Standish, Head of Regeneration Services at the Regenda Group. His role will be to lead on client and stakeholder relationships as well as the co-design and consultation aspects. Cass Associates will provide town planning, landscape, masterplanning and architectural support into the project. Amion Consulting will provide business planning, market and development appraisal support with high level costings too. All have worked successfully with MHCLG on a major Estates Regeneration masterplan in Fleetwood. Please follow [www](#) links below.

Contact;

Chris Standish, Regeneration Services, Regenda Group

Chris.standish@regenda.org.uk

0151 703 3512

<https://www.regenda.org.uk/fleetwood-10-year-vision>

<http://www.cassassociates.co.uk/>

<http://www.amion.co.uk/services/development-business-planning/>

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	ENVIRONMENT HEALTH AND HOUSING COMMITTEE	4 MARCH 2019	6
QUALIFIED INFORMAL PROCEDURE – LINDSAY COURT RESIDENT TESTING OPTIONS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The council's contract procedure rules require that contracts worth over £10,000 be let using a competitive procedure or be called off from a framework which has itself been subject to competition. However, in certain circumstances, a contract may be exempt from that requirement. The rules set out the circumstances where a contract may be exempt.

SOURCE OF INFORMATION

Fylde Council Contract Procedure Rule

LINK TO INFORMATION

<http://intra.fylde.gov.uk/resources/finance/procurement/>

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The engagement of Regenda Regeneration Services to undertake co-designing a deliverable regeneration solution with residents at Lindsay Court is exempt from the requirement to be let using a competitive procedure as the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition.

FURTHER INFORMATION

Contact Kirstine Riding, Housing Services Manager 01253 658569

INFORMATION NOTE

QUALIFIED INFORMAL PROCEDURE – LINDSAY COURT RESIDENT OPTIONS TESTING

CONTRACT PROCEDURE RULES

- 1) The council's contract procedure rules normally require that contracts worth over £10,000 be let using a competitive procedure or be called off from a framework which has itself been subject to competition. However, in certain circumstances, a contract may be exempt from that requirement.
- 2) The rules set out the circumstances where a contract may be exempt. A contract is exempt if other procedures cannot practicably be followed and:
 - the contract is an extension of an existing contract;
 - the contract is for spot purchasing fuel or utilities;
 - the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition; or
 - in the opinion of the Chief Executive the need for the goods materials or works is urgent.
- 3) These exempt contracts are let using the qualified informal procedure, which simply requires that the relevant director be satisfied that the arrangements made secure the best available terms to the Council.
- 4) The qualified informal procedure also requires that the circumstances be reported to the next available meeting of the relevant committee.

USE OF THE QUALIFIED INFORMAL PROCEDURE

- 5) A contract for Co-Designing a Deliverable Regeneration Solution for Lindsay Court, Squires Gate Lane has recently been let as an exempt contract under the qualified informal procedure. The contract was for professional services to consult with residents to develop options to regenerate the area, and the expenditure under the contract is £35,000. The contract was let to Regeneration Services, Regenda Group.
- 6) Other procedures for letting the contract could not practicably have been followed because:
 - Regeneration Services at Regenda are a Registered Social Landlord and have been working within Fleetwood to regenerate areas within and around their housing stock.
<https://www.regenda.org.uk/fleetwood-regeneration>.
 1. This has informed their proposed approach to working within Lindsay Court, as ultimately the project is not simply about the fabric of the buildings, it is about bringing the community together to plan how they will take forward and commit to the regeneration of their homes. As in Fleetwood there are mixed tenures within the properties and therefore mixed views within the community on the best end result.
 2. Regenda will work with the community and Fylde Council
 - a. to establish housing needs/land ownership/spatial context/planning an highways issues/options for build costs and market review to have a clearly defined

quantitative evidence base

- b. Co-design with the community options to test the preferred options and create an integrated steering group within the community to check and challenge the processes they are working through
 - c. Develop initial options for community wide discussion, undertake resident consultation on preferred options and produce a report with regeneration plan of action and timescales to inform either a bid to the Community Housing Fund or private sector involvement
 - d. Regenda are part of the funding bid that has been worked up with homes England for the, Community Housing Funding Phase I Revenue funding. Phase II is for Capital funding and it is intended the regeneration plan of action and timescales will form the basis for a submission to this fund.
 - e. In order to access Community Housing Funding the community needs to be established into an entity (co-housing/mutual co-op) with the provision of social housing as an end result. We expect this to be either equity share in each flat for refurbishment, or direct purchase of properties.
 - f. Regenda have engaged CASS associates who have the expertise to look at private sector investment or part social/part private sector investment options for the site
 - g. This is a bespoke project that has only been possible as Regenda have the expertise of working within Fleetwood looking at area regeneration as opposed to their housing stock regeneration and have the ability to establish private sector investment opportunities from their close working with CASS associates.
 - h. The Lindsay Court Community need to be empowered to consider social and private funding options for the regeneration of their estate
3. The contract falls within the 3rd bullet point in paragraph 2 above, in that the goods, materials or works desired are of a proprietary or special character or for other reasons there would be no genuine competition.
4. The scheme at Lindsay Court is about empowering the community to test options for a bespoke regeneration action plan. A search for companies that offer similar services to Regeneration at Regenda, has been unsuccessful. Economic development Consultants exist but their regeneration offer is around maximising the potential of sites.
5. The option of established Community Interest Companies, where the community have been established to take forward a project specifically for their area, has been explored, but none appear to offer project management services external to their own community.

FURTHER INFORMATION AVAILABLE FROM

Kirstine Riding, Housing Services Manager 01253 658569

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	ENVIRONMENT, HEALTH AND HOUSING COMMITTEE	4 MARCH 2019	7
OUTSIDE BODIES			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

On 16 April 2018, the Council made a number of appointments to outside bodies. These appointments followed from recommendations from the programme committees for appointments from within their respective memberships.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates.

Included as an appendix to this report are: returned completed reporting forms and a list of outstanding reports/ details of those bodies which have not met.

SOURCE OF INFORMATION

Elected member representatives to the Outside Bodies

INFORMATION ATTACHED

Outside Bodies Reports and Summary

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

The information is provided to maintain an understanding of the work of the outside bodies, and remain abreast of any issues that may have an impact on the residents of the borough or the council.

FURTHER INFORMATION

Contact Tracy Manning, Director of Resources – tracy.manning@fylde.gov.uk

Outside Body		Councillor	Report Status
Environment, Health & Housing Committee, 4/3/19 meeting			
	Children's Partnership Board (formally the Children's Trust)	Gail Goodman	Attached
	Citizens Advice Fylde	Louis Rigby	
	Citizens Advice Fylde	John Singleton	Nil return – mtg clashed with cmtee mtg
	Citizens Advice Fylde	Linda Nulty	
	Community Safety Partnership	Ben Aitken	Attached
	Council for Voluntary Services, BWF	Gail Goodman	Attached
	East Lytham Working Group	Roger Lloyd	Nil Return?
	Fylde & Wyre Health & Wellbeing Partnership	Viv Willder	To follow
	Fylde Coast LGBT Strategic Partnership	Shirley Green	Nil return – no meetings
	Fylde Coast Women's Aid	Viv Willder	Nil return – no meetings
	Fylde Peninsular Water Management Group	Ben Aitken	attached
	Just Good Friends	Viv Willder	To follow
	Just Good Friends	Gail Goodman	Attached
	Lancashire Health & Wellbeing Board	Viv Willder	To follow
	LCC Health & Scrutiny Committee	Viv Willder	To follow
	Local Liaison Committee Springfield Works	Roger Lloyd	attached
	Local Liaison Committee Springfield Works	Ben Aitken	Nil return
	MATAC	Roger Lloyd	attached
	Ormerod Trust	Angela Jacques	To follow
	Police and Crime Commissioners Panel	Ben Aitken	attached
	Police and Crime Commissioners Panel	Liz Oades	Nil return
	Registered Providers Partnership(RSO) (formerly RSL)	Ben Aitken	attached
	YMCA Housing (Face to Face)	Viv Willder	To follow

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside
Body (for example, Observer, Trustee, Cllr Gail Goodman
Director)

Email cllr.ggoodman@fylde.gov.uk

Period this report covers (date): September 2018 to February 2019

Name of Outside Body: Fylde, Lancaster and Wyre Children's Partnership B

How often does the organisation
meet? And how often have you
attended? Usually on a quarterly basis.

Key issues arising for Fylde Borough
Council Safeguarding Updates on Children's Social Care and Lancashire Safeguarding
Children's Board. Children and Family Wellbeing Service (formerly Wellbeing,
Prevention and Early Help - update. Future of CPB and Outcome of Review - Children
and Young people's Partnership Review.
Examples of issues could be those that may affect decisions regarding budget setting,
challenges for residents, policy changes that affect partnership working etc

Who did you inform of these issues
within Fylde Borough Council? N/A

In the light of these meetings, is it
worthwhile for the Council to continue
to have a Yes
representative/representatives on this
body?

Any further comments? I attend two monthly meetings at County Hall for the Children's Services Scrutiny
Committee - minutes are not required by Fylde Borough Council. Wed 10 October
2018 Wed 5 December 2018 Wed 16 January 2019

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on
Outside Body (for example, Ben Aitken rep
Observer, Trustee, Director)

Email

Period this report covers
(date): September to January

Name of Outside Body: Community Safety Partnership

How often does the
organisation meet? And how
often have you attended? Three times per year

Key issues arising for Fylde
Borough Council Police, PCC, Probation Service, Fire, Drug rehab, Health, all gave their reports on up to date
progress or concerns. There was nothing outstanding, although Warton and Lytham were
raised as occasional concerns. In Warton the grants available have allowed girls to be given
classes away from the boys, which has showing off, from the boys. Increased Police presence
in Henry Street due to problems in one of the bars.
Examples of issues could be those that may affect decisions regarding budget setting,
challenges for residents, policy changes that affect partnership working etc

Who did you inform of these
issues within Fylde Borough
Council? Committee

In the light of these meetings,
is it worthwhile for the
Council to continue to have a
representative/representatives
on this body? Yes

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr. Gail Goodman - Representative
Email	cllr.ggoodman@fylde.gov.uki
Period this report covers (date):	February 2018 to February 2019
Name of Outside Body:	CVS
How often does the organisation meet? And how often have you attended?	Following the resignation of the Chair late 2017, there have been no meetings called since. I have contacted former members and have received no reply.
Key issues arising for Fylde Borough Council	N/A Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	No
Any further comments?	There appeared to be numerous funding and budget concerns over time with this Organisation and I believe it has now disbanded.

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on
Outside Body (for example, Ben Aitken Rep
Observer, Trustee, Director)

Email

Period this report covers
(date): August -February

Name of Outside Body: Fylde Peninsula Water Management Partnership

How often does the
organisation meet? And how
often have you attended? Every six months , always attend.

Key issues arising for Fylde
Borough Council

The reasons to re establish the group, with an increased membership, including River Basin liaison. An integrated approach to water management. Surface water, coastal protection, water quality inc bathing water. Top priority was value added, avoiding duplication, agreeing priorities, integrated approach, developing solutions to manage inland flooding, communication and education, identification of innovative solutions, providing value for money. The meeting spent time discussing surface water, suds and the existing Action Planbut failed to comment about the November water quality statistics.

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these
issues within Fylde Borough
Council? Paul Walker and Darren Bell

In the light of these meetings,
is it worthwhile for the
Council to continue to have a
representative/representatives
on this body? Yes

Any further comments? Concerned about the Chairing, organisation and aims of the group. This has been shared with Darren and Paul. Not having water quality on the agenda, receiving no minutes was poor management from Blackpool Council. Improvement in the organisation is necessary.

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Cllr Gail Goodman - Representative
Email	cllr.ggoodman@fylde.gov.uk
Period this report covers (date):	September 2018 to Feb.2019
Name of Outside Body:	Just Good Friends
How often does the organisation meet? And how often have you attended?	The Organisation meets weekly, and the AGM once a year. Most of the meetings involve some administrative information but are mostly for social events.
Key issues arising for Fylde Borough Council	<p>None at present - although there appears to be an excellent advertisement campaign, including Wave Radio, Blackpool and the Local Directory. This has resulted in an increase in Membership and the Organisation becoming a well known name in the Community.</p> <p>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</p>
Who did you inform of these issues within Fylde Borough Council?	N/A
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	Yes
Any further comments?	Since my initial meeting and introduction with the Organisers, my name has been passed on to those members who are experiencing grief through bereavement. I am currently counselling five members of this Body and am happy to assist those who require some understanding of the loss of loved ones.

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on
Outside Body (for example, Cllr Roger Lloyd
Observer, Trustee, Director)
Email Cllr.rlloyd@fylde.gov.uk

Period this report covers
(date): May - October

Name of Outside Body: Springfields

How often does the
organisation meet? And how
often have you attended? Every 6 months

Key issues arising for Fylde
Borough Council

Springfields Fuels has recently changed hands and is now owned by the equity buisness "Brookfield's" which has265 billion dollars of assets ...its portfolio includes in this country Canary Wharf and Centreparks Springfields staff have had assurances that their work will continue and doesn't affect the regulations and compliance that Westinghouse (the previous owners) were under. There were during this period 2 notable spills one of oil and the other of diluted caustic soda (approx 100000 litres) both incidents were contained within the site. Springfields recently undertook an offsite emergency plan exercise which is based at Hutton and is coordinated by the police,in conjunction with a large range of related services including,fire service,the EA ,chemical and radiological services over a hundred people were involved.This exercise is done every 3 years to highlight any possible discrepancies in the safety system. Springfields still has a good safety record .
Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these
issues within Fylde Borough
Council?

In the light of these meetings,
is it worthwhile for the
Council to continue to have a Yes
representative/representatives
on this body?

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director)	Roger Lloyd
Email	Cllr.rhlloyd@fylde.gov
Period this report covers (date):	Aug/Sept 18
Name of Outside Body:	Tasking and coordinating
How often does the organisation meet? And how often have you attended?	Approx once a month
Key issues arising for Fylde Borough Council	<p>The police highlighted how much of their time is spent in relation to mental health issues....Blackpool Vic contacted them 35 times in Aug and the Harbour 30 times in the same month. The numbers of children last year who absconded from children's homes in the Fylde area was alarming over 2000 children . Anti social behaviour including personal, nuisance and environmental is well up on the previous year. Inspire...who help people with substance misuse now have a plain unmarked van and it is hoped that their presence over the Fylde will make a difference.council officers will assist Inspire as to where the van should be sited. The new speed vans are in force now their livelry has changed(blue n orange)so watch your speed Any day now the police in St Annes will be moved to Kirkham there is still no fixed date .Kirkham police station will be Fylde's police new operating centre</p> <p>Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc</p>
Who did you inform of these issues within Fylde Borough Council?	
In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body?	
Any further comments?	

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on
Outside Body (for example, Observer, Trustee, Director) Roger Lloyd

Email Cllr.rlloyd@fylde.gov.uk

Period this report covers
(date): Jan 2019

Name of Outside Body: Tasking and co-ordinating

How often does the
organisation meet? And how
often have you attended? Approx once a month

Key issues arising for Fylde
Borough Council

Last month 29 patients "at risk "absconded from the Vic and the Harbour including a 13 yr old girl who is still at large.The police were called out on each incident.....A large proportion of police time is now spent on resolving these issues.Blackpool vic has 3 of their own security officers for 7 days and nights..the police don't think that's enough . Organised criminals from the big cities are moving into the Fylde they often use young people in their criminal activities Cucooing.....happens when vulnerable persons house is taken over by criminals FBC Contributed money towards the film "Chelsees Story" which is about sex exploitation There have been 7 arrests regarding the fight that broke out in Lytham outside Velveteen ,and there are more arrests immanent

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these
issues within Fylde Borough
Council?

In the light of these meetings,
is it worthwhile for the
Council to continue to have a Yes
representative/representatives
on this body?

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on
Outside Body (for example, Ben Aitken rep
Observer, Trustee, Director)

Email

Period this report covers
(date): November to January

Name of Outside Body: Police and Crime Commissioner Panel

How often does the
organisation meet? And how
often have you attended? Every two months, regularly

Key issues arising for Fylde
Borough Council

The most recent meetings have dealt with the Chief Constable’s annual plan and the expected 2019-20 expenditure. There is a constant requirement for extra funding and the lack of assistance from the Government to aid the Shale Gas Policing requirement. The last meeting in LCC required that members considered the PCC’s request to increase the budget by 13.5% or £24, in line with the Government ‘s recommendation before a referendum vote was requested. The PCC had declared that “all extra funds would be used for front line Policing”. The vote was won by 8 to 7

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these
issues within Fylde Borough
Council? Committee

In the light of these meetings,
is it worthwhile for the
Council to continue to have a
representative/representatives
on this body? Yes

Any further comments?

Outside Bodies - Member Reporting Form

Details

Councillor Name and Role on Outside Body (for example, Observer, Trustee, Director) Ben Aitken rep

Email

Period this report covers (date): June to December

Name of Outside Body: Registered Providers

How often does the organisation meet? And how often have you attended? Every Six months

Key issues arising for Fylde Borough Council

We now have nine registered providers, who use the Choice Based Letting scheme. A massive increase in confidence, cooperation and increased incentive to provide adequate affordable housing. The meeting was routine, looking at figures etc Disappointing no Homes England rep or report.

Examples of issues could be those that may affect decisions regarding budget setting, challenges for residents, policy changes that affect partnership working etc

Who did you inform of these issues within Fylde Borough Council? Committee

In the light of these meetings, is it worthwhile for the Council to continue to have a representative/representatives on this body? Yes

Any further comments? Homes England has been reminded about the importance of information to the group.