



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Housing & Public Protection Policy Development Advisory Group

Tuesday, 13th September, 2022 at 5.30 pm

Wallis Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors:

Tricia Youtan (Chairman)	Sam Raby
Andrew Baldwin	Kate Rowbottom
John Blackall	Jack Saheid
Liz Kitchen	Claire Vickers
Mike Morgan	Belinda Walters
Louise Potter	

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Notes of previous meeting	3 - 4
To receive the notes of the meeting held on 28 June 2022	
To receive the following items relating to the policy development process:	
3. Empty Homes and a change to Council Tax	5 - 6
To receive a presentation from the Principal Environmental Health Officer	
4. Business cases for Horsham District Homes	
To receive a presentation from the Head of Property & Facilities, the Interim Head of Finance & Performance, and the Head of Housing & Community Services	

5. **Proposed Housing Register changes - consultation feedback and next steps**

To receive an update from the Housing Services Manager

6. **Roffey Place - S106 funding request**

To receive an update from the Housing Services manager and the Head of Housing & Community Services

7. **Forward Plan Extract for the Housing and Public Protection Portfolio**

7 - 10

To note the Forward Plan extract for the Housing and Public Protection Portfolio

Housing & Public Protection Policy Development Advisory Group
28 JUNE 2022

Present: Councillors: Tricia Youtan (Chairman), Liz Kitchen, Louise Potter, Sam Raby, Kate Rowbottom, Jack Saheid, Claire Vickers, Belinda Walters, John Blackall and Martin Boffey

Apologies: Councillors: Andrew Baldwin and Mike Morgan

Also Present: Councillors: Martin Boffey and Ruth Fletcher

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 26 April were received.

2 **NOTICE OF MOTION ON MEASURES TO REDUCE DOMESTIC ENERGY USE WITH HIGH STANDARDS OF INSULATION ACROSS THE DISTRICT**

Following a Notice of Motion at Council proposed by Councillor John Milne, the PDAG received a presentation from the Environmental Health Technical Officer.

This Notice of Motion was set to strengthen procedures to enforce minimum standards of energy efficiency in the private rented sector and publish a statement of intent to access Energy Company Obligation funding to allow more vulnerable and low-income households access to funding to better insulate their homes.

Members were reminded of details relating to fuel poverty, councils having limited control due to external factors and how assistance could be given to improving home energy efficiency.

Within the Horsham District, there had been an increase in families within the fuel poverty definition, usually within older properties.

The presentation covered Minimum Energy Efficiency Standards (MEES), which is a statutory requirement applying to rental properties in the private sector to meet a minimum 'E' energy rating. The PDAG were informed there were some exemptions to meeting this rating in some rental properties on the register and limitations on database information did not provide the most accurate information required.

Environmental Health had enforcement provision under the Housing Act (2004), the Housing Health and Safety Rating system and Horsham District Council enforcement policy as well as support through MEES regulations. Enforcement usually took place when tenants contacted the Council reporting issues.

Members were advised that there was an Energy Company Obligation (ECO) on suppliers to help households cut energy bills and emissions through

installation of energy saving measures. This was normally through measures such as cavity wall and loft insulation. Further guidance was expected within the next few months under an updated version called ECO 4.

The Environmental Health Technical Officer explained Local Authority Flexible Eligibility (LA Flex) which allowed authorities to set eligibility criteria through a Statement of Intent (SOI) as part of an energy saving scheme. Horsham were working under a joint West Sussex Policy and SOI hosted by Arun District Council where insulation companies could approach councils with applications from residents for energy saving grants for improvements.

Other opportunities and offers currently being explored were the Warmer Houses Programme – where potential funds could become available, ECO LAFlex, Local Energy Advice Partnership (LEAP), Citizens Advice and Fuel Vouchers.

The PDAG were extremely positive about the hard work being undertaken to assist Horsham District residents and thanked the Environmental Health Technical Officer for an informative presentation.

It was discussed and agreed that a detailed update would be given yearly and should significant changes occur, the PDAG would be advised as soon as possible at future meetings.

Members asked if the schemes were being well publicised for residents and informed that an article was in the latest 'Our District' Magazine, targeted mailing was taking place, parish councils given up to date information to circulate and there were future plans to work collaboratively with Horsham Wellbeing to identify those residents who may benefit from some additional help.

3 **FORWARD PLAN EXTRACT FOR THE HOUSING AND PUBLIC PROTECTION PORTFOLIO**

The forward plan extract was noted.

The meeting closed at 6.20 pm having commenced at 5.30 pm

CHAIRMAN

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FORWARD PLAN

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

Published on 01 September 2022

What is a Key Decision?

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject and Date of Policy Development Advisory Group for consultation	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
7.	Housing Register review	Cabinet Council	29 Sep 2022 14 Dec 2022	Open	Rob Jarvis, Head of Housing & Community Services robert.jarvis@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Tricia Youtan)

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