

30 May 2006

Dear Councillor

## **COMMUNITY COMMITTEE**

A meeting of the Community Committee will be held at the Council Offices, London Road, Saffron Walden on Thursday 8 June 2006 at 7.45 pm or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

<b>6.30pm</b> <b>Private Sector Housing Conditions Survey (Presentation) – Derek Manning of Cambridge Housing and Environment Consultants.</b>
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***Commencing at 7.30 pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days prior notice.***

### **AGENDA PART I**

- 1     Apologies for absence and declarations of interest.
- 2     Minutes of the meeting of the Community Committee held on 16 March 2006 (previously circulated).
- 3     Business Arising.
- 4     **Choice Based Lettings**

#### **Item for decision**

This report updates Members on the progress made with the Choice Based Lettings Consortium Bid.

- 5     **Smoke Detectors – Council Properties**

#### **Item for decision**

This report is presented to the Committee, following concerns raised by some Members following a fire that took place in a Council dwelling in Takeley a few

weeks ago.

## **6 Museum Service Access Policy**

### **Item for decision**

A statement of Access Policy is required for the Heritage Lottery Fund and is desirable for the government's Accreditation scheme for museums. It describes the Museum's facilities and policy for providing physical and intellectual access to all, barriers which remain and steps being taken to address these.

## **7 Museum Service Forward Plan**

### **Item for decision**

A Forward Plan is required for the government's Accreditation scheme for museums and for future application to the Heritage Lottery Fund. The Forward Plan outlines the present position and future development of the Museum Service within sustainable limits, and identifies projects for further appraisal. Approval of this Plan does not commit the Council to any specific scheme or expenditure at this stage.

## **8 Tenant Forum Minutes**

### **Item for note**

This report provides the Committee with the Minutes of the last meeting of the Tenant Forum, which covers the district. There are no specific financial or risk assessments relating to this report.

## **9 First Aider Update**

### **Item for decision**

Following the earlier report to the Community Committee on the 26<sup>th</sup> January and contact with the Essex Ambulance service, a scheme for providing staff with 'First Responder' training in the use of defibrillator has been developed. All equipment and training would be provided by the ambulance service and should the need arise staff would be 'on call' to respond to incidents in the immediate community.

## **10 Licence Fee for Houses in Multiple Occupation**

### **Item for decision**

A new provision has been introduced by the Housing Act 2004 making the licensing of certain houses in multiple occupation a mandatory requirement. Applications for a licence need to be accompanied by a fee, the level of which needs to be set by individual Housing Authorities which reflects the anticipated costs in issuing the licence.

11 **Homelessness Statistics 2005/06**

**Item for note**

This report advises the Committee on the numbers of people presenting as homeless from 1 April 2005 to 31 March 2006. It details the reasons for their homelessness, their status and the number of homeless applications that have been accepted or rejected.

12 **Homelessness Accommodation**

**Item for decision**

This report outlines the work that has been completed by the Homelessness Task Group which has resulted in a recommendation to this Committee

13 **Committee Work Programme 2006/7**

**Item for decision**

This report asks Members to approve a Work Programme.

14 **Thaxted Youth Club – Financial Assistance**

**Item for decision**

This report outlines a request from the Thaxted Youth Club for the Council to provide financial assistance for the youth club.

15 Any other items which the Chairman considers to be urgent.

To: Councillors H D Baker, C A Bayley, P Boland, M A Gayler, M A Hibbs, E W Hicks, R M Lemon, A Marchant, J E Menell, M J Miller, J P Murphy, **D J Morson**, S V Schneider, G Sell and F E Silver.

Also to:- E Planterose and R Wallace (Museum Society) and J Bolvig Hansen and D Cornell - Tenant Panel representatives

Encs: Reports as listed on agenda.

Lead Officer: Rod Chamberlain  
Committee Officer: Maggie Cox

**MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by 2.00 pm on the Friday before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Victoria Harvey 01799 510433 or by fax on 01799 510550.

#### **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or email [mpurkiss@uttelford.gov.uk](mailto:mpurkiss@uttelford.gov.uk) as soon as possible prior to the meeting.

#### **FIRE/EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.