

9 March 2010

Dear Councillor

**COMMUNITY AND HOUSING COMMITTEE**

A meeting of the Community and Housing Committee will be held at the Council Offices, Saffron Walden, on Wednesday 17 March 2010 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

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| <p><b>Presentation by Leisure PFI</b><br/><b>Starting at 6.30pm there will be a presentation for Members by Leisure PFI.</b></p> |
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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.***

**A G E N D A**  
**PART 1**

1. Apologies for absence and declarations of interest.
2. Minutes of the meeting held on 21 January 2010 (attached).
3. Matters arising.
4. Chairman's items.

5. **Lead Officer's Report** (5 minutes).

Item for information.

This report gives details of matters not otherwise appearing on this agenda.

6. **Cessation of Sandbags** (10 minutes).

Item for information.

This report, prepared at the request of members, gives an update into the progress of the project to cease the supply of sandbags pursuant to the Committee's resolution on 12 November 2009.

7. **Community Forums** (5 minutes).

Item for information.

The purpose of this report is to provide members with an update on the implementation of the Community Forums.

8. **Lord Butler Fitness and Leisure Centre – Discount Package** (5 minutes)

Item for information.

This report updates members on the discount package provided for customers of the Lord Butler Fitness and Leisure Centre during the closure of the swimming pool.

10. **Hard to Let Council Bungalows** (5 minutes)

Item for decision.

This report looks at a proposal to change the designation on certain hard to let council bungalows to allow interest to be expressed by general needs applicants.

11. **Herts and Essex Housing Options Consortium** (5 minutes)

Item for decision.

This report sets out options on the way forward on cross-boundary allocations and possible enhancements to the current scheme.

12. **Saffron Screen Funding** (10 minutes)

Item for decision.

This report asks the Committee to allocate funding to Saffron Screen's fundraising campaign for the purchase of digital cinema projection equipment.

13. **Holloway Crescent Task Group Minutes** (5 minutes) – to follow.

Item for information.

This report updates the Committee on the minutes of the recent meeting of the Holloway Crescent Task Group.

14. **Sheltered Housing Service Standards** (5 minutes).

Item for decision.

This report is to update the Committee on the recent meeting of the Sheltered Housing/Lifeline Task Group, and invites the Committee to adopt the draft Sheltered Housing Service Standards.

15. **Housing Initiatives Task Group Minutes** (5 minutes) – to follow.

Item for information.

This report updates the Committee on the minutes of the recent meeting of the Housing Initiatives Task Group.

16. **Tenant Forum Minutes** (5 minutes)

Item for information.

This report updates the Committee on Minutes of the recent meeting of the Tenant Forum.

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

## PART 2

(Consideration of a report containing exempt information within the meaning of section 100 I and paragraph 3 part 1 schedule 12A of the Local Government Act 1972.)

18. **Housing Policy – Garage sites development opportunities** (5 minutes)

Item for decision.

To: Councillors E C Abrahams, S Anjum, E L Bellingham-Smith,  
**R H Chamberlain**, M L Foley, E Gower, S J Howell, J E Hudson, J E Menell,  
M Miller, D J Morson, J A Redfern, D J Sadler, G Sell and S V Schneider.

Also

to: Mrs J Bullen and Mr P Salvidge (Museum Society) and Mrs D Cornell, Mr D Parish (Tenant Panel representatives); Mr S Sproul and Mrs E Rogers (Tenant Representatives and members of the Housing Initiatives Working Group).

Lead Officer: Diane Burridge  
Democratic Services Officer: Rebecca Procter (01799 510433)

## **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 permitted to speak at the meetings. You will need to register with the Committee Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

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 in each report.

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

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510

## **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 Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@uttlesford.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 designated fire 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 make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so by the committee lead officer.