

12 January 2011

Dear Councillor

## **COMMUNITY AND HOUSING COMMITTEE**

A meeting of the Community and Housing Committee will be held at the Council Offices, Saffron Walden, on Thursday 20 January 2011 at 7.45 pm, or at the conclusion of the question and answer session, whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

***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 11 November 2010 (attached).
3. Matters arising.
4. Chairman's items.
5. **Lead Officer's Report** (10 minutes)

Item for information.

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

6 **Fees and Charges 2011/2012** (10 minutes)

Item for decision.

This report asks the Committee to set its fees and charges for 2011/2012.

7 **2011/2012 Housing Revenue Account Budget and Rent Setting** (10 minutes)

Item for decision.

This report asks the Committee to approve the 2011/2012 Housing Revenue Account budget, and to approve proposed increases in rent levels and other charges.

8 **2010/11 Budget Monitoring** (10 minutes)

Item for decision.

This report sets out financial performance for the period April to November 2010 and a forecast outturn to the end of the financial year.

9 **2011/2012 Budget** (10 minutes)

Item for decision.

The Committee is requested to approve its 2011/2012 revenue budget.

10 **2011/2012 Capital Programme** (10 minutes)

Item for decision.

The Committee is requested to approve its 2011/2012 capital programme.

11 **Holloway Crescent Task Group** (5 minutes)

Item for information.

The Minutes of the meeting of Holloway Crescent Task Group held on 30 November 2010 are attached.

12 **Tenant Forum** (5 minutes)

Item for information.

The Minutes of the recent meeting of the Tenant Forum are attached.

13 Any other business 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

### 14 Land adjacent to 25 Ashdon Road, Saffron Walden

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); Mr S Sproul and Mr D Parish (Tenant Panel representatives).

Lead Officer: Roz Millership (01799 510516)  
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.