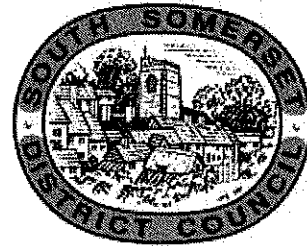


SOUTH SOMERSET DISTRICT COUNCIL

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Pre-application Surgeries 2009

Receive sound planning advice from all agencies on concepts or first stage plans before submitting any application – free of charge.

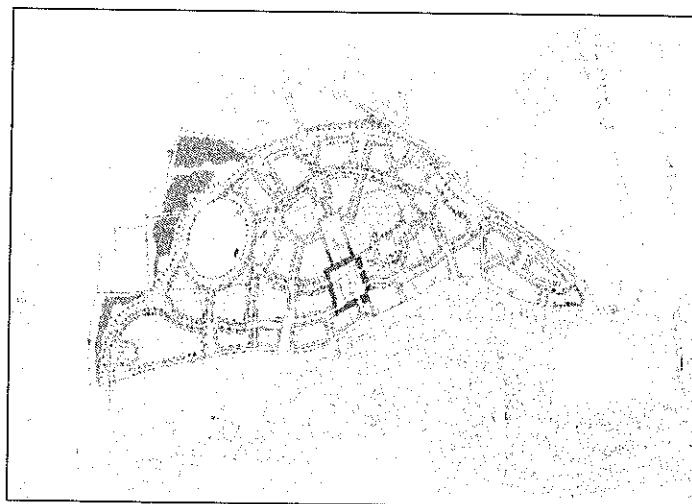
Contact South Somerset District Council at least two weeks in advance of one of the surgeries and we will make sure that the right people are available to give you direct and immediate formal advice.

Representatives from Planning, the Area Team, Conservation and Design, Strategic Housing, Building Control, Highways, Education, Open Space Management, Environmental Health, Play and Youth Facilities and Strategic Sport as well as the South Somerset Disability Forum will be present to allow discussion and negotiations to take place and allow decisions to be made quickly and easily on the day.

Formal written advice will be circulated to all present as a record of the meetings. Any major development for commercial space over 1000 square feet or 10 or more houses should attend a pre-application surgery – but if you feel your development is of a scale that would benefit, please talk to us.

Pre-application surgeries will be held at South Somerset District Council, Brympton Way, Yeovil on the following dates:

Tuesday 27 January 09
 Tuesday 24 February 09
 Tuesday 31 March 09
 Tuesday 28 April 09
 Tuesday 26 May 09
 Tuesday 30 June 09
 Tuesday 28 July 09
 Tuesday 25 August 09
 Tuesday 29 September 09
 Tuesday 27 October 09
 Tuesday 24 November 09



More information is available from:
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 Development Control, Brympton Way, Yeovil, BA20 2HT
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Somerset Housing Partnership

CBL Working Group Meeting
18.6.09 Notes

Notes of CBL working Group meeting 18th June 2009, Taunton Deane Borough Council 10.00am to 12.00pm

Present: Sue Crowson (Knightstone), Lorna Davies (Redland), Kirsty Jones (SSDC), Sam Dyke 9MDC), Julie Benner (MDC), Derek Lambert (MDC), Suzanne Meylan (Stonham), Sarah Dubbin (SSDC), Denny Mortimer (TDBC), Samantha Muckett (TDBC), Racheal Pocock (TDBC), Lisa Jenkins (Yarlington), Chloe Deacon (Yarlington), Alistair Mathews (SHAL), Sue Tottle (SDC), Phillip Maddocks (WSC), Christine Boland (Magna WS), Jane Vernoit (Mendip YMCA) , Anne Harland.

Apologies: Mary Firth (Barnabas Housing), Liz White (Sovereign), Denise Wareham (MHL), Shirley Evans- Jones (Hastoe) , Jon Batty (SSDC) , Jeanette Davis (Magna), Toni Beard (Magna), Richard Power (Western Challenge).

Item	Action
<p>1. Welcome & Introductions and actions from last meeting AH welcomed all to the meeting in SEJ absence. No issues with notes of previous meeting.</p>	<p>All to note.</p>
<p>2. Landlord CBL Issues <i>Supported accommodation eligibility changes</i> AH updated the group on progress with the changes to the system re supported housing eligibility. These changes should come into effect in test in next few weeks and into live in July for the Las to update the back office eligibility field for applicants. Only when this has been done can the advert tick box field be enabled for landlords (otherwise there is a danger of eligible applicants being restricted from bidding). The LA operational group need to consider which fields they will want to look at when reviewing applicants for supported housing eligibility. KJ to take this forward with the Operational group and get back to AH with fields required.</p>	<p>All to note</p> <p>KJ to discuss fields required for review of applicants supported housing eligibility and get back to AH.</p>



Item	Action
<p>2. Landlord CBL Issues Continued</p> <p><i>Reviews</i> Several landlords mentioned that the review of policy/system and form were now due and some clarity would be useful on what was being reviewed by whom and by when and what the scope of the review process was going to be.</p> <p>KJ updated that Monitoring Board had made a commitment to undertaken a review in September and for this to be completed by December. However it is unclear who will be leading the review. It has been agreed that representatives from the monitoring board, operational group and CBL WG would be involved. Volunteers were sought from the CBL working group and the following were put forward: Chloe Deacon – Yarlington Mendip Housing Ltd Suzanne Meylan – Stonham Supporting People representative to be involved.</p> <p>KJ will be asking the Operational group for volunteers for the review group.</p> <p><i>Goldband Homeless field on shortlist</i> Knightstone have noted that they have seen applicants who are showing as no in the column for homeless on the shortlist but who they know are homeless. AH commented that this may be caused by gold band homeless reason not being ticked on HR form but otherwise this should be showing as yes. If partners notice cases where this is showing incorrectly then please let AH know or report this to the helpdesk</p> <p>Reminder to landlords that when an offer is made to a homeless applicant the LA should be notified so that the LA can send a letter confirming that this is an offer of suitable accommodation etc.</p> <p><i>System not being updated</i> TDBC reported that they had noticed that some landlords were housing applicants but not updating the system. Sovereign, Raglan and Sanctuary were noted as having done this and were also not doing the verification visit.</p>	<p>All to note</p> <p>All to note landlord reps</p> <p>KJ to action at operational group.</p> <p>All to note</p> <p>Landlords to note and action please.</p>



Item	Action
<p>Other landlords confirmed that they had had instances of this with these landlords. It was agreed that landlords should contact those that are not updating the system and ask them to and inform the relevant LA so that they can also contact the landlord. Landlords MUST update the system with actions taken, this is part of the system use agreement</p> <p>Landlords to note that Las are their to help, if you are having difficulties because you don't use the system very often please contact your LA to discuss as they will probably be able to help.</p> <p><i>Verification of rent arrears/ASB etc</i> TDBC aren't receiving many calls from other landlords to check rent arrears and ASB etc. In addition they had an instance where another landlord housed one of their tenants and the tenant had not terminated the tenancy. However the group felt that the tenant had to take some responsibility for this as the landlord may not even know.</p> <p>Discussion around whether someone with a court order for rent arrears should be able to bid but Ah reminded all that this would be a change to the policy and should be covered in the review.</p> <p><i>Skipping notes</i> Landlords to ensure that skipping reasons are updated with full notes so that there is an audit trail is there for others to view.</p>	<p>All landlords to note that the system MUST be updated with actions once match suggested have been made. Las to remind relevant landlords of actions required.</p> <p>Landlords to note</p> <p>Landlords to note</p>



Item	Action
<p>3. Operational Group Issues KJ raised the following issues from the Operational group:</p> <p><i>Dummy Adverts</i> Yarlington has used a dummay advert (clearly marked as such) to gauge demand in a rural area. They had agreed this with the LA beforehand but the operational group had discussed this and noted that they had received a number of complaints from applicants and felt that it was an inappropriate use of the system.</p> <p><i>New properties/potential developments</i> These could be placed on the website, after discussion it was agreed that AH would set up a test page on the test homefinder website and send the link to all for review before going live.</p> <p><i>Garages on CBL</i> Operational group happy that a sub group of CBL WG take this issue forward in terms of agreeing how adverts could be used.</p> <p>This group will be led by Chloe Deacon – Yarlington. Magna WS also interested in the scheme but cant commit resource. MHL will be involved Chris Fyfe (cfyfe@mendiphousing.co.uk) has volunteered to be involved. Operational group member will be involved – KJ to advise of who.</p> <p>AH advised that the functionality to advertise garages would only be available once we had v 6 in live, we don't yet have a date for this release.</p>	<p>Landlords to note for future reference.</p> <p>Landlords to note re new developments or potential new developments, AH to set up test page on test website and send all the relevant link.</p> <p>CD to organise meeting to discuss. Note that this will not be possible until version 6 is live.</p>

Item	Action
<p>Update from monitoring board KJ gave an update of key issues agreed by Monitoring board.</p> <p>Monitoring Board have agreed to send letters out to all those in gold band that haven't bid by mid July with a reply paid envelope. Unclear at this stage exactly what questions will be asked of applicants but the Las will collate results and feedback to the Monitoring Board for action to be taken.</p> <p>Landlords agreed that LA can contact the landlord of one of their tenants in gold band hasn't bid.</p> <p>KJ then updated on WSC/SDC plans to introduce a private landlord accreditation scheme and to use the Homefinder Somerset site to advertise private sector properties, Details are still to be worked out but Mon Board agreed in principle to the accreditation scheme being in place by December with the use of the Homefinder site at some point in the new year once all the details have been agreed.</p> <p>CBL WG would like to understand what the Mon Board want to be reviewed and who will lead the review etc.</p> <p>Mon Board have asked Margaret Gibson who is employed by the LA Somerset partnership for housing needs analysis, to collate stats on relet times, it is understood she will be contacting landlords shortly for stats.</p>	<p>All to note</p> <p>KJ and AH to feedback to Mon Board chair.</p> <p>Landlords to note</p>



Item	Action
<p>4. Average re let times</p> <p>Details from a couple of landlords were provided:</p> <p>Magna WS April – Dec 08 GN 18 SH 20, Jan – Mar 09 GN 31 SH 16, May 09 GN 20 SH 35</p> <p>Yarlington have had a 20% increase in re let times. CD will email AH stats.</p> <p>Mendip Housing</p> <p>September 2008 – 20 days (2.86 weeks)</p> <p>October 2008 – 22 days (3.14 weeks)</p> <p>November 2008 26 days (3.71 weeks)</p> <p>December 2008 – 39 days (5.57 weeks)</p> <p>January 2009 – 33 days (4.71 weeks)</p> <p>February 2009 – 31 days (4.43 weeks)</p> <p>March 2009 – 32 days (4.57 weeks)</p>	<p>To note</p>
<p>4. E&D issues</p> <p>The issues that were raised previously by this group have been passed on to E&D group and will be addressed by that group.</p>	
<p>5. Any other business</p> <p><i>Supporting people return</i></p> <p>AH updated the group that Supporting people had been contacted regarding the recent form that had been sent out on refusals. AH had made clear that this return couldn't really be completed from Abritas data and that she would now be working with Mhairi to establish what SP could pull off the system directly rather than asking landlords to complete the form.</p>	<p>All to note.</p>
<p>6. Future Meetings</p> <p>Date of next meeting</p> <p>September 23rd 2009 10am JMR Taunton Deane BC Taunton</p>	<p>All to note in diary.</p>

AH 20.6.09



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CBL Working Group Meeting

18.6.09 Notes

Appendix 1 – Future CBL WG Agenda Programme

23 rd September 2009 – Taunton Deane BC	Re- visit verification visit issue to ensure all is working ok.
October 2009	

Appendix 2 – which LA will be responsible for which RSL

RSL Name	Who will be responsible for engaging & training
Anchor Housing Association	MDC
Guinness/Kennet	MDC
Hanover	MDC
Mendip Housing	MDC
Solon HA	MDC
Somer Community Housing Trust	MDC
Sovereign HA	MDC
Western Challenge HA	MDC
English Villages HA	N/A
<i>Kilmersdon Rural Housing Association</i>	N/A
Twynham HA	N/A
Wyvern Rural Housing Association	N/A
Homes in Sedgemoor	SDC
Sanctuary HA	SDC
SHAL	SDC
Signpost HA	SDC
Knightstone HA	
	SDC/MDC Note 1
Barnabas HA Ltd	SSDC
Hastoe HA	SSDC
Jephson HA	SSDC
Magna HA Ltd	SSDC
South Somerset Homes	SSDC
Stonham HA	SSDC
The Carr- Gomm Society Limited	SSDC
Taunton association for the homeless	TDBC
English Churches Housing Group	TDBC
Hospital of Sir John Popham Knight	TDBC
Housing 21	TDBC
John Grooms Housing Association	TDBC
Places For People (Bristol Churches)	TDBC
Raglan HA Ltd	TDBC
Redland HA	TDBC
Southwestern Housing Society	TDBC
Taunton Deane Borough Council	TDBC
Taunton Old People's Housing Society	TDBC
Taunton Town Charity	TDBC



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RSL Name	Who will be responsible for engaging & training
The Abbeyfield Taunton Society	TDBC
The Abbeyfield Wellington Society	TDBC
Wellington Rotary Housing Association	TDBC
Falcon Rural Housing Trust	WSDC
Magna (West Somerset)	WSDC
Shaftesbury Housing Group	

Note 1 MDC responsible for Chippenham office, SDC responsible for rest of Knightstone.

