

MINUTES OF CENTRAL HOUSING COMMUNITY NETWORK MEETING

HELD ON WEDNESDAY 9TH JUNE 2010 AT 11.00 A.M.

IN S.C.N.I. H.Q., BALLYMENA

PRESENT: B. Holmes S.C.N.I.
 C. McDaid S.C.N.I.
 M. Watt S.C.N.I.
 I. McCrickard N.I.H.E.
 L. Sproule N.I.H.E.
 H. Phillips S. East
 G. Blevins South
 P. McQuillan N. East
 J. Hunter N. East
 A. Miller N. East
 A. Hanlon South
 J. Morgan Belfast
 J. Kelly Belfast
 C. Wylie South
 M. Kelly West

ALSO IN

ATTENDANCE: L. Findlay N.I.H.E.
 A. Harkin N.I.H.E.

APOLOGIES: L. Watson West
 S. McWilliams West
 L. Mahaffy S. East
 G. Flynn N.I.H.E.

MINUTE	ACTION
1.0	MINUTES OF PREVIOUS MEETING 12.05.10
1.1	Agreed as an accurate record.
2.0	MATTERS ARISING
2.1	(2.1) L. Sproule referred members to the Big Lottery website which confirms that N.I.H.E. Community Premises are indeed eligible for the Energy Efficient Venues Programme as long as the building seeking funding has at least a 5 year lease in place. H.C.N. members interested were directed to the website: www.biglotteryfund.org/northernireland .
	H.C.N. Mbrs.

MINUTE	ACTION
<p>2.2 (2.2) Bathroom Standards It was agreed to remove this item from the minutes until such times as R. Campbell comes back to Central H.C.N.</p>	
<p>2.3 (2.3) Community Check L. Sproule circulated a summary of the findings from this survey for information. Central H.C.N. members to look over.</p>	Central H.C.N.
<p>2.4 (2.4) Local Area Priorities I. McCrickard reported that a paper will be prepared on consultation processes for L.A.P.s and this will be brought to a subsequent C.H.C.N. meeting.</p>	N.I.H.E.
<p>2.5 (2.5) Community Conference Nominations It was noted that not all District write-ups have been completed. N.I.H.E. and S.C.N.I. doing all they can to get the write-ups submitted.</p>	D.O.s
<p>2.6 (2.6) Information Kiosks B. Holmes informed the meeting that there were 40 such kiosks in existence across N. Ireland and were funded via D.F.P. It is their aim to locate 100 kiosks in total across N. Ireland and in all Tesco Stores. Ongoing evaluation on usage is being monitored.</p>	
<p>2.7 (2.7) I.T. Equipment L. Sproule reported that a Joint Paper (between H.&R. and I.T. Sections) has been prepared for 72 PC units to be distributed in the next 3-4 weeks. All PCs will come with 1 year guarantee.</p>	N.I.H.E.
<p>2.8 (2.8) Commission on Future of Housing in N.I. B. Holmes distributed a copy of the Recommendations from the Report as well as the Section relating to Resident/Tenant Involvement. All Central H.C.N. members were encouraged about the reference to the H.C.N. and the recommendation about its use as a vehicle for community participation in relation to H.A.s as well as N.I.H.E.</p>	
<p>2.8.1 I. McCrickard also endorsed the 'community/tenant involvement' recommendations outlined in the Report and commented that the contents could be used to shape the Community Involvement Strategy for 2011 - 2014. It was therefore agreed that N.I.H.E. and S.C.N.I. liaise</p>	

MINUTE	ACTION
during the summer recess to develop a Paper which is to be brought to the Central H.C.N. meeting in September for discussion.	S.C.N.I. N.I.H.E.
2.8.2 B. Holmes also asked Central H.C.N. members to bring forward any ideas which they may hold in relation to the future role of all 3 tiers of the H.C.N. over the next 3 years. Given the importance of the subject - all Central H.C.N. members were encouraged to give their ideas/views, via S.C.N.I. a.s.a.p.	Central H.C.N.
2.9 (2.9) Disability Action Report L. Sproule reported that he will be in a better position to provide more detail at the September meeting.	L. Sproule
2.10 (2.10) Neighbourhood Management Course In the absence of S. McWilliams and L. Mahaffy, B. Holmes reported that, from feedback which he received, the course was still progressing well.	S. McWilliams L. Mahaffy
2.11 (2.11) Community and Educational Partnership Award It was noted that the closing date has been extended to 18 th June 2010. Applications are available on the N.I.H.E. website.	H.C.N. Mbrs.
2.12 (2.14) Race Relations Charter Implementation Fund It was reiterated that the deadline remains September for all projects to be completed so that a Good Practice Booklet can be pulled together. Reference was made to 2 successful projects in Banbridge and Coleraine Districts.	D.H.C.N.s
2.13 (2.13) Rural Residents Forum Next meeting will be Monday 14 th June 2010. P. McQuillan and H. Phillips to provide feedback.	P. McQuillan H. Phillips
2.14 (2.14) Garage Lets I. McCrickard agreed to forward a copy of the Standard Licence Agreement with the Minutes.	I. McCrickard
2.15 (2.15) Stock Transfer to Housing Associations I. McCrickard informed members that there was still nothing tangible to report in relation to this subject.	N.I.H.E.
2.16 (2.16) Phoenix Gas Meters L. Sproule clarified that Phoenix Gas charge £200 for reconnections and £200 for disconnecting gas services to	

MINUTE

ACTION

- residential properties if, for example, bills are not paid. If the house has been abandoned, N.I.H.E. are charged £400 themselves. It was suggested that N.I.H.E. should warn new tenants of these charges as part of the 'sign up' process.
- 2.16.1 There was also a query in relation to what the N.I.H.E. policy is if a tenant is found guilty of 'tampering' with the gas meter etc. L. Sproule agreed to check.
- 2.17 (2.18) H.C.N. Research
L. Sproule circulated a final draft of the H.C.N. questionnaire. It was explained that the questionnaire had to be this detailed as it has to be able to be compared with the previous questionnaire completed by McBride International 2 years ago. Central H.C.N. members were asked for any comments by 11th June 2010.
- 2.17.1 Once agreed, L. Sproule will request D.M.s to have all District H.C.N. members complete the questionnaire at their next District H.C.N. meeting. The questionnaires are to be returned to N.I.H.E.s Research Department using the envelope provided by the end of September.
- 2.18 (2.19) Tenant Led Inspection - Anti-Social Behaviour
L. Sproule reported that the N.I.H.E.'s Community Safety Team had attended all 5 Area H.C.N. meetings and had initiated good discussion and debate. It was agreed that the Team will report back on progress of the agreed Action Plan later in the year.
- 2.18.1 L. Sproule also informed members that having liaised with Area Managers, they had identified 'Maintenance' and 'Homelessness' as the next 2 service areas which the N.I.H.E. would like inspected next. N.I.H.E. to liaise with S.C.N.I. in moving this forward.
- 2.19 (2.20) Co-ordination of Community Care Packages
L. Sproule reported that G. Flynn had nothing further to report on this matter at present.
- 2.20 (2.21) Void N.I.H.E. properties in Omagh
L. Sproule reported on behalf of G. Flynn that negotiations are still ongoing between N.I.H.E. and Clanmil H.A. in relation to these properties. M. Kelly reiterated the frustration on behalf of the local communities

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<p>at the lack of progress on this matter as there was a waiting list in the 2 estates concerned.</p>	<p>G. Flynn</p>
<p>2.21 (3.5) Local Office of the Future Having discussed this subject at all Area H.C.N. meetings, I. McCrickard apologised if his presentation at the previous meeting had caused any confusion. He clarified that the presentation had been developed having taken on board the views of both N.I.H.E. staff, H.C.N. and S.C.N.I. comments. This was then able to be used in the compilation of District Business Plans. I. McCrickard did stress that the comments made by H.C.N. and S.C.N.I. would be reflected in the development of the Community Involvement Strategy over the coming months.</p>	<p>N.I.H.E. S.C.N.I.</p>
<p>2.21.1 I. McCrickard, at the request of Central H.C.N., did however also agree to provide a written response to the document produced by the H.C.N. in April.</p>	<p>I. McCrickard</p>
<p>2.22 (5.1) Occupancy Issue - Portadown G. Blevins reported that this matter had been dealt with.</p>	
<p>2.23 (5.2) District H.C.N. Nominations L. Sproule confirmed that he had written to all D.M.s requesting that they obtain new nominations from community groups for District H.C.N.s and this to be followed with nominations to Area and Central H.C.N.</p>	<p>District H.C.N.</p>
<p>2.24 (5.4) Inter-Cultural Achievement Awards P. McQuillan thanked L. Sproule for his immediate assistance and to A. Abolarin for his assistance in helping to sort out this matter.</p>	
<p>3.0 FIRE SAFETY IN COMMUNITY LETTINGS</p>	
<p>3.1 L. Findlay provided a very informative presentation on the N.I.H.E.'s response to the new Fire Safety Regulations (NI) Order 2010 - due to be implemented in September.</p>	
<p>3.2 L. Findlay outlined the implications of this new legislation for the N.I.H.E. and in turn the community sector in terms of community lettings. These will include:</p> <ul style="list-style-type: none"> - Placing a duty on employers/managers/owners in relation to fire safety, including duties in relation to carrying out fire safety risk assessments, putting in 	

place necessary fire safety measures and keeping fire safety risk assessments and their outcomes under review.

It was clarified that community groups are regarded as 'employers' as their volunteers are regarded as 'employees'.

- N.I.H.E. have 360 Community Lettings and 418 Commercial Lettings of which 34 are Community Lettings.

3.3 N.I.H.E. Response

L. Findlay explained that the N.I.H.E. had set in place a series of Actions, these include:

- New Lease
A draft copy of the new lease was circulated for information - new Clauses included relating the new fire regulations. It was agreed that the new lease will replace old lease as and when these expire.
- Approvals
N.I.H.E. will require both Planning and Building Control approvals for all community lettings.
 - i The N.I.H.E. will submit and pay for Planning Applications on behalf of community groups but groups must produce their own plans/ drawings, if necessary.
 - ii The N.I.H.E. will subsidise Building Control applications up to a maximum of £60 - group will pay and N.I.H.E. to reimburse.
 - iii Change of Use required for all community lettings.
- Usage
N.I.H.E. intend to carry out a survey with community groups to ascertain detail in relation to the use of the Community Premises, including numbers using, types of activity etc. This survey will be carried out by District staff.
- Inspection
An interim inspection will be carried out by D.M.O.s in the short term to examine adherence to basic fire regulations but a more detailed Fire Risk Assessment will be carried out by a trained Officer in the future.

N.I.H.E.

MINUTE	ACTION
<ul style="list-style-type: none"> - Remedial Action Each letting will be examined in its own right and an assessment made on the extent of what remedial work may be required, if any. Depending on the outcome of the assessment, a decision will have to be made on what course of action is required for each letting. 	
<ul style="list-style-type: none"> - Responsibilities Each community letting will have to identify 1 or 2 Designated Officers who will agree to carry out fire checks etc. on a regular basis. These Officers will be expected to liaise and work closely with N.I.H.E. Officers. The Community Designated Offices will be provided with Awareness Training by N.I.H.E. 	N.I.H.E.
<p>3.4 L. Findlay and I. McCrickard explained that they will be meeting with D.M.s and D.M.O.s at the end of June to outline the above issues to them.</p>	N.I.H.E.
<p>3.5 Central H.C.N. members felt it would be useful if a factsheet could be developed to assist community groups in relation to the proposed legislation and its implications. This was agreed.</p>	L. Findlay
<p>3.6 It was also agreed that it would be useful if L. Findlay could attend all Area H.C.N. meetings in September so as to update H.C.N. members on the above and any updates that may have occurred over the summer recess.</p>	L. Findlay
<p>4.0 GAS BOILER LEAFLET</p>	
<p>4.1 L. Findlay circulated a revised Gas Boiler Servicing Leaflet - Central H.C.N. members provided their comments and L. Findlay agreed to take these on board. A4 size leaflets to be made available to community groups and A5 leaflets to the D.O.s</p>	L. Findlay
<p>5.0 AREA H.C.N. FEEDBACK</p>	
<p>5.1 North East Area P. McQuillan provided feedback in relation to the following:</p>	
<p>(a) Larne D.O. Staffing concerns and office opening hours.</p>	

(b) Wood Pellet Pilots

Supplier has increased price of pellet despite agreement that the price would stay the same for 3 years.

(c) Coleraine D.O.

A Guide for Tenants on how to carry out Basic Repairs and Tenants Responsibilities is being worked on at present.

6.0 INDIVIDUAL FEEDBACK

6.1 S.C.N.I. Training

A. Hanlon complimented S.C.N.I. on an excellent course facilitated by S.C.N.I. on Community Planning.

7.0 N.I.H.E. INFORMATION

7.1 L. Sproule provided copies of the April and May Executive Briefings. He also informed members that from September he will be emailing these and other updates to Central H.C.N. members.

6.0 DATE OF NEXT MEETING

6.1 **The next meeting will be held on Wednesday 8th September 2010 at 11.00 a.m. in N.I.H.E. H.Q., Belfast.**

APPENDIX ATTACHED

- Fire Safety Strategy/Community Lettings - Presentation
- Standard Garage Licence Agreement