**Kent Private Sector Housing Group Meeting Action Decision Log**

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| **3rd September – TMBC, Gibson Building, Kings Hill, West Malling Kent****Present: Marion Money, NLA & Vice Chair; Janice Greenwood, TWBC; Jane Miller, KCC; Samantha Simmons, KCC; Hazel Skinner, TMBC; Linda Hibbs, TMBC; Dipna Pattni, Gravesham BC; Steve Fox, Gravesend Churches HA; Tim Lovell, Canterbury City Council; Richard Stanford-Beale, KF&RS; Peter Littlewood, iHOWZ; Maureen Laney, Gravesham BC; Karen Leslie, Peabody; Glyn Pritchard, Swale BC; Robin Kennedy; Dover DC; Nigel Bucklow, Maidstone BC; Richard Hopkins, Thanet DC;** **Apologies: Amanda Martin, Dover DC; Brian Horton, SELEP; Kerry Petts, Folkestone & Hythe DC; Rachel Evans, Dartford BC****Visitor: David Votta, ARLA** |
| **Date of Meeting** | **Reference** | **Notes** | **Action** | **Time Scale**  | **Lead Person** |
| 3rd Sept 2018 | Minutes & Matters Arising | Minutes agreed as accurate, matters arising include:Page 1 – RK to share the information regarding legal advice and consent for flat conversions.Page 2 – still a query about the exemptions register.Press release example shared by LH, it is now for individual LA’s to share with their individual communications teams for use. This could be shared with a landlord list too, if GDPR is covered appropriately.SS to share a prompt to colleagues once more information about ECO 3 once available ahead of the release in October 2018. It was agreed that the press release should not include text about low ratings and financial penalty for landlords. MM commented that feedback on the leaflet is for tenants to ‘discuss’ carrying out energy efficiency improvements, it was agreed to also steer tenants to contact their LA’s PSH teams for more advice. SS has suggested using mail chimp to share the leaflets for email distribution, this enables tracking the action and trail of emails shared by colleagues. Page 3 – LH advised that TMBC are using information to match data and mail out to tenants regarding F&G rated properties, LH to feedback progress as available.RSB advised that there has been some discussion and understanding about working relationships between KF&RS and Local Authorities, to increase formal referrals.RBS advised that a first draft protocol for hoarding has been developed and shared with Adult Safeguarding Board for discussion, aim is to get this signed off for the end of this year, KP involved as Chairs the sub group for this work. | **RK to note and share with colleagues****LA’s to consider use of the press release shared by LH within their own organisations****Agreed to update leaflet and press release to encourage tenants to contact their LA PSH team for advice and support. Colleagues to feedback any additional points on the documents. SS to investigate/consider how to use via social media via Trading Standards at KCC.****RS to share the KHG logo to SS to put on the leaflet, SS to add EPC rainbow image to leaflet.**  | **ASAP****As req’d****By 10th Sept****3rd Sept** | **RK****ALL****ALL/SS/RK****RS** |
| 3rd Sept 2018 | Revised Action Plan | Colleagues to feed through ideas regarding training or workshop needs for PSH teams and through KHG these can hopefully be set up at a lower cost or free for colleagues. | **Colleagues to share any ideas/themes with KP and RS** | **As req’d** | **ALL** |
| 3rd Sept 2018 | ARLA Update | ARLA Property Mark – Association of Residential Letting Agents. Meeting higher standards that legislation demands and governs. Government Proposals under consultation – **Banning letting agent fees**, a loss of income to the agent. There are negative and positive impacts from this proposal by Government, outlined in the mind map slide. **Section 24 of the Finance Act 2015** (Landlord Taxation) – landlords with Buy to Let Mortgages from 2020 will not be able to claim taxation against property owned. This could lead to less properties available in the private sector rented market. **The Homelessness Reduction Act 2017** and **Three year tenancies** – minority group of the private rented housing market to benefit from this proposal. Monthly survey produced by ARLA for members, example shared via slides. Includes information about supply and stock, rent prices and the demand from tenants and landlords.Open Forum & Discussion Points:How to influence landlords about their knowledge around legislation and expectations regarding property conditions and energy performance? DV keen, via ARLA to raise standards and use the regulations to improve the condition of properties in the Private Rented Sector. Discussion about whether there is sufficient consequence for landlords who are not adhering to legislation or standards? ARLA membership is £350 per year and this includes access to excellent legal advice, there is also a complaints procedure for agents who don’t adhere to the standards set by ARLA. David is the contact for Kent colleagues with regards to working with agents. LH suggested the acceptability of letting to tenants who are in receipt of benefits. David happy to receive information from colleagues about any issues coming forward, including information about landlords who may not be members of ARLA, as these can be forwarded to Trading Standards. | **Slides to be shared with Action Log****Colleagues to share thoughts on the three year tenancy proposal to ARLA****RS to share the contact details for David. David to share details of who members of ARLA in Kent and Medway. How can the message then be shared more widely to landlords not members of ARLA?** | **By 4th Sept****By 4th Sept** | **RS****RS/DV** |
| 3rd Sept 2018 | Written Updates | Written updates for KEEP, KHG and KMSEP shared ahead of the meeting for information.SS advised that KMSEP is undertaking a review of what the programme should focus on across K&M, this is the domestic energy programme, comments and feedback welcome on this, there is a workshop on the 14th September at Oakwood House. | **If colleagues are keen to attend the workshop in September to contact SS** | **By 10th Sept** | **ALL** |
| 3rd Sept 2018 | AOB | Agreed set meeting dates for 2019, to align with the Technical Officers Group meetings. Dates to be shared via outlook. Agreed for TMBC to host.Rise4Disability event on 18th September, leaflets and information shared about this via LH. This is a free event and tickets issued on line. There are many aspects of service provision being shared and an exhibition area.MM raised the issue about the change in HMO legislation in October 2018, what are local authorities doing to raise awareness? What will be the enforcement policy from October?  | **RS to share dates via outlook****Contact LH or visit KHG website news for more information.****This will be discussed at the Technical Officers Group following this meeting. To be feedback to RS the outcome.** | **As avail****ASAP** | **RS****HZ/RK** |

Thanks noted to TMBC for hosting