

**EPHING FOREST DISTRICT COUNCIL PUBLIC CONSULTATION REGISTER 2006/07**

Reference	Subject	Date	Commissioned by	Carried Out By	Purpose	Comments	Results Reported To	Method
PMU/CONS/01/06	Homelessness Strategy 2006/07 2008/09	2006	Housing Needs Manager	Office of Deputy Prime Minister	To contact various stakeholders on proposed strategy. To assist in preparation of forthcoming strategies.	Results received were positive. Those partners involved in assisting the authority in its Homeless function.	Results of Strategy will be passed to forthcoming CPG. Will be available in the Homelessness Strategy when this is made a public document	Postal survey undertaken to the above
PMU/CONS/02/06	Stock Transfer – Wickfields, Chigwell (Stage 1 Consultation)	February – March 2006	Cabinet	Head of Housing Services	To consult residents (formally) on the proposals within the Consultation Document on a transfer of Wickfields and its tenants to Home Group Ltd (Warden Housing), to enable a major improvement scheme to go ahead.	All secure and non-secure tenants of Wickfields. Number of responses received 17, (100%). Tenants "in favour" 12 (70.6%). Tenants "not in favour" 0. Tenants "not sure" about the transfer 5 (29.4%). Tenants did not make any comments 7, whilst 10 residents did make comments.	Housing Portfolio Holder and residents	Postal survey with detailed Consultation Document. A question and Answer Session was also held during the consultation period.
PMU/CONS/03/06	Homeless Exit Survey	Mar-06	Housing Needs Manager	ASA Consultants	To contact people in temporary accommodation, Norway, House, Bed and Breakfast and SAFE, ensuring residents were satisfied with service provided.	Families owed a duty to accommodate under the terms of the Housing Act 1996 pt V11. The majority of residents were satisfied with the service provided. Results analysed to ensure residents in temporary accommodation were satisfied with accommodation service provided.	To be used in forthcoming Homeless Strategy.	By personal contact, face to face interviews, and telephone contact. £1,475
PMU/CONS/04/06	Homeless Exit Survey	Mar-06	Housing Needs Manager	Housing Information Strategy Division	To undertake a postal survey of people occupying different forms of temporary accommodation in the district under the terms of the Housing Act 1996 Pt V11	Residents at Brook Haven, New Start, homelessness prevention service clients. Results were positive. The majority of residents were satisfied with the service provided.	To be used in forthcoming Homeless Strategy.	By post to targeted group.
PMU/CONS/05/06	Homeless Exit Survey	13th to -24th March 2006	Housing Needs Manager	Homeless Officers and Homeless prevention officers	To undertake survey on members of the public seeking advice and assistance on a housing difficulty they were faced with	Positive response. Members of public seeking help with their housing difficulty, of which most people were satisfied with service given.	Housing Information Strategy Division	Prepared form completed and returned at completion of interview
PMU/CONS/06/06	Springfield's Improvement Scheme	24-Apr-06	Roundhills Residents Association	Assistant Head of Housing Services	To advise the Roundhills residents Association Members and residents of the Springfield's estate at their AGM of progress on the improvement scheme planned for Springfield's Flats.	Invitation to the Roundhills Residents Association AGM issued to all residents of the Roundhills Estate, which includes the flats at Springfield's, invitations issued by the Roundhills Residents Association Committee Members.	No results recorded. An oral presentation with question and answer session only. Feedback was given to the Springfield's Project Team and Housing Management manager following the meeting. No action necessary and no results to report on this occasion	Oral presentation only, the cost was limited to a meeting allowance.
PMU/CONS/07/06	Stock Transfer – Wickfields, Chigwell (Stage 2 Ballot)	April - May 2006	Head of Housing Services	Electoral Reform Services (independent scrutinizers)	To ballot residents on the proposal within the detailed Consultation Document (as amended following the Stage 1 consultation) on a transfer of Wickfields and its tenants to Home Group Ltd (Warden Housing) to enable a major improvement scheme to go ahead.	The total number of tenants balloted - 16. Ballot papers received 14, (87.5%). In favour of the transfer - 11 (78.6%). Not in favour of the transfer 3 (21.4%)	Housing Portfolio Holder, residents and Secretary of State. To demonstrate to the Secretary of State that a majority of secure tenants were in favour of a transfer to Warden Housing. Report to Housing Portfolio Holder – May 2006 - COMS System	Formal ballot
PMU/CONS/08/06	New Waste Management Contract	Dec-06	Stephen Metcalfe Portfolio Holder for Environmental Protection	Public Relation	To seek views on matters relating to the new waste management contract such as: (i) attitude to wheeled bins (ii) attitude to alternate weekly collections (iii) should residual waste be collected during the summer months? (iv) attitude to enforcement of litter, recycling etc (v) opinion of street cleansing standards (vi) willingness to pay more for more recycling or enhanced street scene etc	To inform the specification of the new waste management contract	(i) Portfolio Holder Advisory Group on the new waste management contract (ii) Residents via Forester, press release etc	(i) On line web response (ii) Open letter in local newspapers) (iii) Open letter delivered to all residents

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PMU/CONS/09/06	Installation of two scooter stores at Hedders Close	Oct-06	Head of Housing Services	Housing Manager (OPS)	To seek tenants views on the Council installing scooter stores at the scheme.	To inform the need to apply for planning permission	Assistant Head of Housing Services and Housing Assets Manager	Letter sent, cost 'zero'
PMU/CONS/10/06	Lighting in Communal areas of Grove Court	Oct-06	Head of Housing Services	Assistant Repairs Manager	To seek tenants views on lighting in communal area of blocks of flats and establish if they would prefer sensor lights	To inform on the need for sensor lights in Grove Court (Older People Services)	Housing Repairs Manager	TBA
PMU/CONS/11/06	Sale of Former Poundfield Road Garage Site to Local Residents – Proposed Variation of Terms of Sale	Mar-06	Housing Portfolio Holder (Cllr David Stallan)	Head of Housing Services	To ask the residents adjoining the former garage site (who were not seeking to purchase the land) if they had any objections to a proposed variation to the terms agreed by the Council's Cabinet requiring the purchasing residents to break up and remove the existing concrete shortly after purchase.	At the end of the two-week consultation period, seven letters (64%) were received from non-purchasing residents, all of whom supported the purchasing residents' request not to break up and remove the concrete. No letters of objection were received.	The results were included in the Head of Housing Services' report to the Housing Portfolio Holder. As a result of the consultation exercise, the Housing Portfolio Holder agreed with the purchasing residents' request, and varied the Council's requirement.	Letter sent to 11 non-purchasing residents.
PMU/CONS/12/06	The Council's Housing Revenue Account (HRA) Business Plan 2006	Apr-06	Head of Housing Services	Head of Housing Services	To seek comments and views on the draft HRA Business Plan prior to consideration and adoption by the Housing Portfolio Holder; to incorporate any agreed comments within the final version; and to incorporate the views of the Tenants & Leaseholders Federation within the final version.	Having considered the Business Plan, the Federation said: the Business Plan was comprehensive, well thought out, interesting and well written; it was clear and easy to read, especially the Plain English Summary; they agreed with the objectives, the key housing priorities and the action plan; - they were pleased that the revised Financial Plan did not identify a deficit on the Housing Revenue Account for 21 years, although they were concerned that this had reduced from the 27 years forecast in the previous year's Business Plan; and- they recognised and applauded the various quality initiatives undertaken by Housing Services, particularly the achievement of the Charter Mark Award and the ISO 9001:2000 ISO Quality Assurance Standard.	The comments of the Federation were included within the final version considered by the Housing Portfolio Holder. Section 1.8 of HRA Business Plan 2006	Federation members were sent a copy of the draft HRA Business Plan Housing Strategy, including a Plain English Summary, in advance of a Federation meeting. The Head of Housing Services attended the meeting and gave a presentation on the main issues, and asked for the Federation's views. The cost was minimal
PMU/CONS/13/06	Tree Maintenance	Apr-06	Assistant Head of Housing Services (Operations)	Housing Services	To reduce the backlog of tree maintenance work	To reduce the backlog of tree maintenance work	Results were passed to Cabinet and It was agreed by the Cabinet to increase the budget in future years to clear the backlog of work	TBA
PMU/CONS/14/06	Romelands Refuse Arrangements	Jun-06	Housing Management (North)	(Housing Officer, North)	To see whether alternative refuse arrangements could be made for the estate	Residents Group	There was no consensus of opinion as to how changes should be made. No action was taken	By post to residents
PMU/CONS/15/06	The Council's updated Housing Service Strategy on Empty Council Properties	Oct-06	Head of Housing Services	Head of Housing Services	To seek comments and views on the draft Housing Service Strategy on Empty Council Properties prior to consideration and adoption by the Housing Portfolio Holder, including the proposed Action Plan; to incorporate any agreed amendments or additions within the final version.	The Federation supported the draft Housing Service Strategy and did not propose any changes.	The minutes of the Tenants and Leaseholders Federation Meeting – 17.10.06 (Available from Head of Housing Services)	The Federation members were sent a copy of the draft Housing Service Strategy in advance of a Federation meeting. The Head of Housing Services attended the meeting and gave a presentation on the main issues, and asked for the Federation's views. The cost was minimal

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PMU/CONS/16/06	Housing Services Strategy on Equality and Diversity	Oct-06	Assistant Head of Housing Services (Operations)	Assistant Head of Housing Services (Operations)	To meet the requirements of the Anti-Social Behaviour Act.	There was positive feedback	Housing Scrutiny Panel	Meetings with Citizens Advice Bureau, Tenants and Leaseholders Federation
PMU/CONS/17/06	Review of Housing Allocation Scheme	Nov-06	Housing Services	Assistant Head of Housing Services (Operations)	An annual review of the Housing Allocations Scheme was undertaken to ensure it reflects the current local housing situation and any changes in Law and to meet the Governments Target to reduce the number of people living in temporary accommodation.	One result received was very positive. It was also agreed that homelessness applicants who are granted non-secure tenancy will in the future be granted secure tenancies to meet the Governments target of reducing the number of people living in temporary accommodation by 50% by 2010. The scheme was not amended as there were no adverse comments.	Cabinet report – December 2006	All Registered Social Landlords in partnership with EFDC. Postal Survey to registered social landlords
PMU/CONS/18/06	Sheltered Housing Tenant Participation Agreement (TPA)	Nov-06	Head of Housing Services	Housing Services Tenant Participation Officer	To seek agreement to the draft TPA	Agreement to the draft TPA	Tenants and Leaseholders Federation, Sheltered Housing Forum, all tenants via Housing News	Discussion with Sheltered Housing Forum
PMU/CONS/19/06	Housing Services Strategy on Harassment	Dec-06	Assistant Head of Housing Services (Operations)	Assistant Head of Housing Services (Operations)	To meet the requirements of the Anti Social Behaviour Act.	Meetings with Anti-Social Behaviour Violent Crime Tasking Group, Citizens Advice Bureau, Tenants and Leaseholders Federation	Positive feedback. Housing Scrutiny Panel	Meetings
PMU/CONS/20/06	Proposed Environmental Improvement Scheme at Loughton Way Flats/Shops	Dec-06	Housing Services	Legal, Administration and Estates	To consult upon proposals to improve refuse storage and collection arrangements, access arrangements to flats, hard landscaping, lighting etc.	Residents in favour of proposals with some discussion and minor modifications.	David Barrett/Julie Chenery at Limes Farm Housing Office	Postal Survey followed by meeting with 2 households who raised particular points for discussion
PMU/CONS/21/06	Sheering Residents Consultation Day	Dec-06	Housing Services and Leisure Services	Housing Services Tenant Participation Officer and Leisure Services Community Development Officer	Part of a an initiative identified in Equality Impact Assessments to engage residents living in rural areas, especially in relation to the provision of housing and leisure services. Potentially to form a residents association. Specific issues raised on the day have been dealt with as appropriate.	All residents of Sheering were invited, approx 100 attended, 65 took part in survey conducted as part of the open day. Residents gave opinions on a wide range of services and amenities, enabling the council to gauge interest in a proposed residents association for future consultations. This consultation did not seek to address specific issues.	Reports available from Housing Services Tenant Participation Officer	Public open day involving council, local school and other agencies. The cost was approximately £250
PMU/CONS/22/06	Choice Based Lettings	Ongoing throughout 2006	Assistant Head of Housing Services	Cabinet	To consult and inform all relevant groups on the Council's plan to introduce a Choice Based Lettings scheme during 2007/08	To provide information on the way in which the scheme is delivered	Housing Scrutiny Panel. Contained within the Housing Scrutiny Panel reports	Various meetings with external Agencies, RSL's, Tenants and Leaseholder's Federation, Sheltered Forum/Rural Tenants Forum, Citizens Advice Bureaus and also a consultation exercise with tenants through Housing News
PMU/CONS/01/07	Housing Benefits Information Consultation	Feb-07	Housing Services	Older Peoples Services Manager	To assess whether older people are receiving sufficient information on the benefits available to them	Housing Services consultation with Sheltered Housing Forum, follow up visits to tenants by Benefits Officer (Finance). Sheltered Housing Forum, Housing Management	Group agreed the more information should be made available on housing benefits and the implications of receiving benefits in relation to other incomes such as pension tax credit	Housing Services consultation with Sheltered Housing Forum, follow up visits to tenants by Benefits Officer (Finance)
PMU/CONS/02/07	Transfer of Land at Turners Close to the Town Council	Mar-07	Area Housing Manager	Area Housing Manager	To see if residents living adjacent to the site are happy with the proposals	Nine Residents living adjacent to site. Five residents responded. Four object to the proposals	Town Council	By post to nine residents