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GOSPORT
Borough Council

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19 September 2023

S U M M O N S

MEETING: Housing Board
DATE: 27 September 2023
TIME: 6.00 pm
PLACE: Council Chamber
Democratic Services contact: Linda Coote

DEBBIE GORE
CHIEF EXECUTIVE

MEMBERS OF THE BOARD

The Mayor, Councillor Pepper (ex-Officio)
Chairman of the Policy and Organisation Board, Councillor Chegwyn (ex-Officio)

Councillor Ms Ballard (Chairman)
Councillor Miss Kelly (Vice-Chair)

Councillor Cox
Councillor Durrant
Councillor Herridge

Councillor Jessop
Councillor Beavis

FIRE PRECAUTIONS

(To be read by the Chairman if members of the public are present)

In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.

IMPORTANT NOTICE:

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request.

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

NOTE:

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off or switched to silent for the duration of the meeting.
- iii. This meeting may be filmed or otherwise recorded. By attending this meeting, you are consenting to any broadcast of your image and being recorded.

AGENDA

1. **APOLOGIES FOR NON ATTENDANCE**

2. **DECLARATIONS OF INTEREST**

All members are required to disclose at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest or personal interest in any item(s) being considered at this meeting.

3. **MINUTES OF THE PREVIOUS MEETINGS OF THE HOUSING BOARD HELD ON 23 NOVEMBER 2022 & 25 JANUARY 2023**
(Pages 5 - 10)

4. **DEPUTATIONS - STANDING ORDER 3.4**

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday 25 September 2023. The total time for deputations in favour and against a proposal shall not exceed 10 minutes)

5. **PUBLIC QUESTIONS**

(NOTE: The Board is required to allow a total of 15 minutes for questions from Members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday 25 September 2023)

6. **Housing Development Update** (Pages 11 - 14)

This report sets out the tender process to procure a construction contractor to deliver the new social housing on sites at Stoners Close, Wheelers Close and Glebe Drive.

7. **ANY OTHER ITEMS**

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Public Document Pack Agenda Item 3

Housing Board
23 November 2022

A MEETING OF THE HOUSING BOARD WAS HELD ON 23 NOVEMBER 2022

Councillors Ms Ballard, Cox, Durrant, Herridge, Hutchison, Jessop and Beavis

75. APOLOGIES FOR NON ATTENDANCE

There were none

76. DECLARATIONS OF INTEREST

Councillor Jessop declared a personal non-prejudicial interest in item 6

77. MINUTES OF THE PREVIOUS MEETING OF THE HOUSING BOARD HELD ON 6 JULY 2022 AND 25 AUGUST 2022

- RESOLVED: That the minutes of the meetings held on 6 July 2022 and 25 August 2022 be signed as a true and correct record

78. DEPUTATIONS - STANDING ORDER 3.4

There were none

79. PUBLIC QUESTIONS

There were none

80. GOSPORT ALLOCATION SCHEME

Consideration was given to a report by the Housing needs and Advice Manager setting out proposals to amend the Council's Allocation Scheme and associated Banding Scheme.

Members were advised that since the publication of the report, the Armed Forces Act had been enacted and created the need to make the following amendments.

2.3 now reads

2.3 The scheme must also give additional preference to serving or former members of the armed Forces who have an urgent housing need in line with the Armed Forces Act 2021, and the Local Armed Forces Covenant.

2.5 now reads

2.5 Any qualification criteria must include:

- members of the regular forces and the reserve forces;
- members of British Overseas Territory forces who are subject to Service law;
- former members of any of His Majesty's forces who are ordinarily resident in the UK within five years of discharge; and, relevant family members

3.3.6-3.3.7 now reads

- 3.3.6 Be a member of the Armed Forces, British Overseas Territory Forces subject to Service law, or former Service personnel within 5 years of discharge or a former Service personnel with no established local connection to a housing authority area,
OR
- 3.3.7 Be a bereaved spouse, civil partner, or relevant family member of a member of the Armed Forces leaving Services family accommodation following the death of their spouse, civil partner or relevant family member,

In answer to a member's question officers advised that whilst this does not give a higher priority to a member of the Armed Forces generally, if there were two applications shortlisted for the same property and both had the the same banding and the same application date, the member of the Armed Forces would receive preference.

Officers advised that in a case of divorce, the non Armed Forces partner would be treated as a homeless case with no special priority.

Members thanked the officers for highlighting the changes and updates to the scheme, which made it much easier to identify the amendments.

In answer to a Members question officers advised that they did not think that the amendments cause by the Armed Forces Act would create a greater demand, as they would still have to have a defined housing need.

Officers clarified that in terms of paragraph 7.6, the housing register is for general needs accommodation only.. Those people who need to access supported living accommodation are referred to Hampshire County Council's Adult Social Care Team.

Officers advised that instances of anti-social behaviour in previous accommodation are looked at on a case by case basis.. They agreed to supply additional information on this subject to Members.

In answer to a Members question, the Head of Housing advised that she was due to have a meeting with the Head of Environmental Health to discuss the issue of mould, particularly due to recent events. Members were advised that surveyors do investigate reports of mould and give help and advice on the cause and remedies for mould. It was felt that the instances of mould may increase if tenants choose to ventilate their homes less in order to conserve heat within the property.

RESOLVED: That the Board approved the amendments to the Allocation Scheme and Banding Scheme as detailed in the report and in the update given at the meeting.

81. HOUSING DEVELOPMENT PLANS

Consideration was given to a report by the Head of Housing setting out the progress made in developing plans for new social housing on sites at Stoners Close, Wheelers Close and

Glebe drive, together with proposed designs for each scheme, prior to the submission of an application for planning permission.

In answer to a Member's question, officers advised that they felt it would not be a problem to procure a developer experienced in the Passivhaus system of building. The design consultants have previously worked with a number of developers to bring forward similar schemes.

Members congratulated the Head of Housing on the development plans, supporting in particular the use of the Passivhaus system. They were pleased there had been such a good response to the consultation.

Officers advised that a special lettings arrangement can be applied for new developments in accordance with the allocation scheme..

RESOLVED: That the Board:

- i) Approved the designs for each site prior to the submission of an application for planning permission
- ii) Delegated authority to the Head of Housing to proceed with the submission of an application for planning permission on behalf of the Council.

82. ANY OTHER ITEMS

CHAIRMAN

Concluded at 6.20 pm

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Housing Board
25 January 2023

A MEETING OF THE HOUSING BOARD WAS HELD ON 25 JANUARY 2023

Councillors Ms Ballard, Cox, Durrant, Herridge, Jessop, Beavis and Maynard (Substituting for Hutchison)

83. APOLOGIES FOR NON ATTENDANCE

Apologies for non attendance were received from Councillor Hutchison who was substituted by Councillor Maynard.

84. DECLARATIONS OF INTEREST

There were none

85. DEPUTATIONS - STANDING ORDER 3.4

There were none

86. PUBLIC QUESTIONS

There were none

87. BUSINESS PLAN FINANCIAL MODEL UPDATE AND COUNCIL DWELLING RENTS 2023/24

Consideration was given to a report by the Borough Treasurer and Housing Services Manager setting out the proposed Housing Revenue Account (HRA) budget, the proposed rent levels and other charges and the proposed maintenance programme for 2023/24.

Members thanked Officers for their thorough and detailed briefings, at which their questions had been answered and clarification of the implications of the proposed increases had been given.

Officers explained that over 71% of Council tenants are in receipt of some form of benefit, so for them, the additional rent would be covered through the benefits process. Members were reassured that for those tenants who would be liable for the increase in rent but not in receipt of benefits, help would be available to help budget.

Members were advised that the proposed increase had been benchmarked with several neighbouring authorities who all appeared to be applying the same percentage increase.

RESOLVED: That the Board recommend to Council:

- The revised HRA Business Plan Financial Model extract (Appendix A) and associated 2022/23 Revised Budget and 2023/24 Budget (Appendix B) is agreed
- That Council Dwelling rents increase by 7% in line with the outcome of the government consultation results published in December

Housing Board
25 January 2023

- Service charges increase on average by 4%. Council provided heating services will increase in line with costs.
- The rent for all garages is increased by 10.1% (CPI rate) in line with inflation, as agreed in the garage Renewal strategy.

88. ANY OTHER ITEMS

CHAIRMAN

Concluded at 6.05 pm

Board/Committee:	HOUSING BOARD
Date of meeting:	27 SEPTEMBER 2023
Title:	HOUSING DEVELOPMENT UPDATE
Author:	HEAD OF HOUSING
Status:	FOR NOTING

Purpose

This report sets out the tender process to procure a construction contractor to deliver the new social housing on sites at Stoners Close, Wheelers Close and Glebe Drive.

Recommendation

That the Board notes the process to procure a construction contractor using the National Framework Partnership.

1.0 Background

1.1 The Council entered into a contract with ECD Architects Ltd on 7 December 2021 to deliver a multi-disciplinary lead consultancy service to design and oversee the delivery the of 15 new council housing dwellings.

1.2 The dwellings will be a mix of two, three and four bed family homes, as well as one bedroomed accessible bungalows, located across three brownfield infill sites at Stoners Close, Wheeler Close and Glebe Drive.

1.3 The dwellings have been designed to low energy Passivhaus principles taking advantage of orientation, technology and fabric design to provide comfortable living environments for future residents, and with reduced running costs.

1.4 These principles include a simplified building form reducing heat loss through its fabric, orientation to ensure dual aspect facades and a higher proportion of glazing to the southern elevations to maximise solar gain in the winter months, increased insulation and the incorporation of low carbon technologies such as air source heat pumps, and solar panels if required.

Each dwelling will benefit from a good degree of natural light and outlook, with south-facing rear gardens

1.5 Planning applications for all three sites were submitted on 12 December 2022 and permission was granted at Regulatory Board on 26 April 2023 for:

- The construction of seven dwellings with associated parking and landscaping at Stoners Close,
- The construction of five dwellings, in two separate blocks, with associated parking and landscaping at Wheeler Close, and

- The construction of three dwellings with associated parking and landscaping at Glebe Drive.

2.0 Report

2.1 A construction contractor will be procured to deliver all three sites. Procurement for a project of this size can be a lengthy and resource-intensive process; therefore, a construction contractor will be procured under the National Framework Partnership (NFP).

2.2 By using an existing framework regulated by the Public Contracts Regulations 2015, the council can award an individual contract without going through a full 'above threshold' procurement process.

2.3 NFP is backed by Hyde, one of the largest housing associations in the UK, and has live contracts with a total value of £2.25bn. NFP has more than fifty frameworks, with a network of two hundred trusted partners, and works with a number of public sector organisations, including local authorities.

2.4 NFP provides a framework for finding construction contractors in the south of England for projects up to £10m, offering:

- **Local expertise and understanding** - Construction contractors in the south have an understanding of the local market dynamics, regulations, and specific challenges in the region. They are well versed in the local construction practices, suppliers, and sub-contractors. Partnering with local contractors ensures the project is handled by professionals with a strong grasp of the local context, allowing for efficient project management and seamless collaboration.
- **Project efficiency and Flexibility** - Construction contractors in the south specialise in projects up to £10m, enabling them to focus their resources, expertise, and attention on delivering projects of this scale. They have the capacity to efficiently manage and execute smaller-scale projects, ensuring attention to detail and adherence to timelines and budgetary constraints. Their flexibility allows for customised solutions while maintaining high-quality standards.
- **PCR Compliance** – NFP ensures that all public sector frameworks they offer are compliant with Public Contracts Regulations. This compliance guarantees transparency, fairness and accountability in the procurement process. All appointed suppliers meet the necessary criteria to deliver projects within the Public Contracts Regulations.
- **Streamlined procurement process** – NFP has a list of appointed suppliers who have all undergone a thorough evaluation, in that they have been pre-vetted, value tested, insurance checked and have financial stability and standing.

2.5 As well as Direct Selection, NFP allows for a Mini-Competition, which is the

approach the council intends to follow. The Mini Competition process allows the council to expand beyond the framework's original specification to meet its own specific requirements, such as experience of construction to Passivhaus standards. The framework partners from the relevant lot are invited to tender, where capable, and this typically takes two to three weeks.

Eligible suppliers must have the capability to:

- Carry out a project of the size and complexity of ours,
- Carry out the works and services in our locality,
- Evidence their financial stability and standing,
- Evidence their health and safety record,
- Demonstrate they have capacity, taking into account the value of Works and Services already awarded them under the Framework Agreement,

2.6 Social Value features primarily in all of the NFP agreements. Their commitment to supporting the local community and economy through their suppliers are evaluated robustly in their quality and technical evaluation process with clients.

2.7 The estimated timescale for the tender process is:

Task		Indicative Date
1	Expression of Interest	18/09/2023
2	Tender published to suppliers	02/10/2023
3	Deadline for requests for clarification	31/10/2023
4	Tender submission deadline	10/11/2023
5	Tender evaluation	13/11/2023 – 24/11/2023
6	Policy & Organisation Board	DATE tbc
7	Notify suppliers of evaluation results and commencement of standstill period	07/12/2023 – 18/12/2023
8	Contract Award	19/12/2023
9	Mobilisation period	20/12/2023 – 02/02/2024
10	Commencement of works	05/02/2024
11	Completion of works	05/02/2024 – 05/05/2025
12	End of defects period	05/05/2026

3.0 Risk Assessment

3.1 There is an access fee to use frameworks, and the NFP access fee is a flat fee of £2,500. This is significantly less than other framework access fees, which are usually around 2% of the total contract fee. For contracts between £5m - £10m the cost would be between £100,000 – £200,000

3.2 It is unlikely that we will have no bidders through the framework but if that is the case, the project will be re-tendered through the full tender process

on the open market.

This will take longer and may delay the project by several months.

3.3 Although NFP has pre-vetted their appointed suppliers, the Council will want to see a copy of the latest filed accounts for all bidders to ensure they have appropriate financial standing.

3.4 A further report will go to Policy and Organisation Board once the tender is complete for permission to award to the successful bidder.

4.0 Conclusion

4.1 The Council will need to procure a construction contractor to deliver all three housing sites. This will be undertaken by a Mini-Competition using the framework for Construction Contractors – South Up to £10m via the NFP.

4.2 A Mini-Competition allows the council to expand beyond the frameworks specification to meet its own requirements, such as experience and ability to construct dwellings to Passivhaus design standards.

Financial Services comments:	Contained within the report
Legal Services comments:	Contained within the report
Equality and Diversity:	Refer to IIA completed 18/08/2021. No change
Climate Change implications:	Refer to IIA completed 18/08/2021. No change
Corporate Plan:	Raise aspirations by generating a positive reputation and image for Gosport. Enhance the environment by building sustainable homes. Deliver effective services by generating income through council assets. Develop the economy by improving land use and using locally sourced materials and labour. Empower our residents by providing additional, good quality affordable homes.
Appendices:	None
Report Author/Lead Officer:	Julie Smith