# Draft Minutes

**STEVENAGE BOROUGH COUNCIL - Leaseholder Meeting**

13 July 2016  
6.30 pm in the Autun Room, Daneshill House

Present: Stevenage Borough Council, Laura Hodgskin (LH) – Service Manager Leasehold & Lettings, Anne Hensley (AH) – Senior Leasehold Advisor, Neil Wilson-Prior (NWP) – Interim Head of Asset Management – Minutes Dale Minhas (DM) - Leasehold Advisor

Chair: Diane Green (DG)

Leaseholders: David Weemys (DW), Jean Sebastian (JS), Rhona-Jayde Lavis (RJL), Amy Harrison (AH), Robert Tregaskis (RT), Karin Endersby (KE), David Kinch (DK), Daniel Donnelly (DD), Lindsay Howie (LHo), V Beirne (VB), Esther Beirne (EB), Alan Dean (AD), Jo Martins (JM), Salima Sharif (SS), Carolyn Kyprianides (CK), Paul Kyprianides (PK), June Pease (JP), Joan O’Connor (JO), Samson Ghebreindrias (SG), Martin Wainika (MW), Douglas Wilson (DW), Michael Durrant (MD), Linsey Gammage (LG), Alan Gammage (AG)

<table>
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<tr>
<th>ITEM</th>
<th>ACTION</th>
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<td>1. Welcome and apologies;</td>
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<tr>
<td>Welcome to all.</td>
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<td>Apologies received from:</td>
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<td>Jon Thurlow, Miss T Ryan, Peter Humphrey, Peter Robins, Simon Crawley, Bryan Locksley, C E Prowle</td>
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<td>2. Minutes of Last Meeting</td>
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<td>DG went through the last meetings minutes.</td>
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<td>JP commented re a section on page 3 she had asked to be removed.</td>
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<td>DM confirmed that it had been removed.</td>
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<td>LH mentioned going forward any amendments to the draft minutes will state ‘updated minutes and the date’ and they will be available on SBC website.</td>
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<td>JM queried the selling of the Leasehold Services which was mentioned in the last meeting.</td>
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<td>LH replied there was a discussion on offering our services such as ASB and Leasehold Management to other providers, whereby we</td>
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could manage other authorities stock as we do a good job and could be selling our expertise. LH reiterated this is not the 'selling off' of the actual leasehold team.

Minutes were agreed.

3. **Major Works**

**NWP** introduced himself as Interim Head of Asset Management. He explained he will give a presentation on major works and then invite a discussion at the end.

Follow this link to view the presentation slides: [Presentation Slides – Flat Block](#)

**JP** asked if key leaseholders will be kept up with what’s going on. And will they be allowed to see finances.
**LH** – There will be a Steering Group and we would welcome volunteers for this.
**JP** stated she would like to put her name forward.  
**NWP** – explained SBC cannot publish the rates as the contractors’ contract will have a privacy clause. Although individual leaseholders can request to see them and view them in Daneshill House.

**Resident** queried the tender process  
**NWP** explained that we will price up what we can see and once it has been tendered there will be a more detailed cost. For instance once the scaffolding is put up it will give a more detailed idea of work required. We will be transparent and share any information we hold.  
**LH** added there is a 5 year actual contract (7 years with procurement and tender). Bills will be sent within a year of SBC paying the contractors.  
**NWP** – there will be an initial estimate before work starts. There will be a consultation with residents which will be done as early as possible. The law states residents can be invoiced on an estimate (SBC are not going to do this). Residents will be invoiced once the contractors have been paid.

**JP** – will there be an interest free loan available?  
**LH** – our payment options are currently under review – they will be made available before invoices are sent out.

**Resident** – for blocks with mixed tenancies how is the cost split between tenants and leaseholders?  
**LH** gave an example that if there is a block containing 4 flats, with 2 tenants and 2 leaseholders the cost will be split four ways.
| Resident asked if they could see the list of the 157 blocks which have had surveys completed  
| **NWP** - Yes, and will be included within the minutes. NWP added that when the individual detailed block surveys are carried out, there will be photographs available and the surveyor will have recorded information based on life expectancy of windows, doors and roofs etc.  

Please follow this link to view the blocks which have been surveyed: [Blocks Surveyed](#)  

| Resident asked how many contractors will be invited to bid for the contract.  
| **NWP** – it will be advertised in the European Union Journal and any contractors in Europe can bid. SBC will run thorough background check on the contractors.  

| JP asked all work done previously has it been archived, i.e. if a block has been surveyed before will it be surveyed again?  
| **NWP** explained we will use the surveys already done and how SBC use a general stock survey programme called Keystone. Each block has components which are detailed in Keystone. Once the contract has been let a more detailed survey of each block will be carried out.  

| JP replied that it’s a waste of resources as blocks keep getting surveyed. She asked if key leaseholders could be present when their block was being surveyed so that they can share the information with other residents.  
| **NWP** replied when it comes to contractors surveying the block if people are flexible then yes they can be present and they can speak to the surveyors at the time. SBC wants to share information with residents as soon as it’s available.  

| DG asked how residents can join the Steering Group.  
| **LH** advised residents to drop an email to the Leasehold Team stating their interest  

| Resident asked when the scaffolding goes up will the roof and any IRS, for example, be done at the same time  
| **NWP** replied once the scaffolding it is a sensible approach to try to do as much as possible in one go, from roofs, IRS to windows. It’s value for money doing it this way rather than having to put the scaffolding up again.  

| Resident asked if work doesn’t need doing, such as windows, will they still be done.  
| **DG** replied if you have already replaced your own windows you will
still have to share in the block cost of replacement.

**Resident** queried when the electrics are changed will it be only communal or flat electrics as well?
**NWP** – It will be the main fuse box and distribution to each flat, emergency lighting and cabling (communal electrics). Not within individual flats.

**JM** pointed out that some of the photographs in the slides showed plant growth in the guttering. Why has this not been picked up?
**LH** replied it’s due to lack of investment and lack of a cyclical maintenance programme in place.

**Resident** asked if there was an agreement at tender to share profit.
**NWP** – replied SBC cannot profit from the contract and will make sure contractor profit is controlled.

**RT** asked if there would be lease extensions as an incentive to leaseholders.
**LH** replied she has spoken to Jaine Cresser (Head of Housing) about this and they are considering it. Watch this space.

**DG** asked if there would be an open day with the contractors
**NWP** confirmed that there will be, as they want to get as much information out there to residents.

**JP** thanked **NWP** for his presentation and stated he was very informative and warned him he would be in trouble if SBC did not produce the goods.
**NWP** replied that he was Interim and will be at SBC until November 2016. He stated Paul O’Donnell was permanent and he is a key lead in the project.

4. **Any Other Business**

**JS** queried when she will receive her key leasehold repairs information for Quarter 4.
**DM** responded that Emma Goff had spoken to her about this. DM stated she will speak in private to JS and RT at the end of the meeting.

**DG** mentioned the importance of having a Gas Safety check especially after the recent gas explosion in Stevenage. SBC’s gas contractor offers this service if anyone wanted to use them.

5. **Date of next meeting – 2 November 2016**