

# Housing & Investment

Assistant Director: Jaine Cresser

Name  
Address  
Address  
Address  
Postcode

Our Ref: S20/Repairs/Leasehold  
Contact: Rebekah Brydon  
Telephone: 01438 242666  
Email: majorworks@stevenage.gov.uk

Date: 23 August 2017

Property Address: Address, Address, Address, postcode

Dear XXXXXX

**Notice of intention to enter into a long-term agreement (where public notice is to be given) pursuant to Section 20 of the Landlord and Tenant Act 1985 (as amended)**

1. It is the intention of Stevenage Borough Council to enter into a long term agreement in respect of which we are required to consult residents.
2. The services to be provided under the agreement are; repairs, maintenance, servicing and compliance monitoring to common areas and communal services to Stevenage Borough Council's housing stock as well as many of its corporate buildings including, by way of example, the following:
  - Water risk assessments, plumbing alterations and associated repairs;
  - Legionella monitoring, testing and reporting;
  - Electrical testing, repairs and rewiring works;
  - Testing and works to lightening protection equipment and conductors;
  - Testing, servicing and works to fire safety equipment and alarms;
  - Servicing, associated repairs and replacement works to CCTV equipment; and
  - Testing and repairs to emergency lighting and smoke venting equipment.

3. We consider it necessary to enter into this agreement because Stevenage Borough Council needs to appoint contractors to undertake such work to maintain its public buildings and housing stock as well as ensuring the safety of its residents. We consider this contract to be a more cost effective way of obtaining these services.

4. We are not inviting you to nominate persons from whom we should try to obtain an estimate in respect of the matters described in Paragraph 2 above. This is because public notice of these matters is to be given in the Official Journal of the European Union.

5. We invite you to make written observations in relation to the proposed agreement by sending them to **majorworks@stevenage.gov.uk** or **Leasehold Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN**. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 25 September 2017.

Yours sincerely



Rebekah Brydon  
Major Works Officer

All future communications relating to the subject matter of the notice should be sent to **majorworks@stevenage.gov.uk** or **Leasehold Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**.