

# Housing & Investment

Assistant Director: Jaine Cresser

Name  
Address  
Address  
Postcode

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

Date: 16 June 2017

Property Address:

Dear

**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 locksmith works to Stevenage Borough Council's housing stock including, by way of example but not limited to, the following:

- A specialist service to repair and renew defective locks and locking systems to doors, windows and cupboards of shared access and egress areas to communal properties;
- A specialist service to carry out emergency entry to premises as directed;
- A forced entry and planned lock change service as directed.

3. We consider it necessary to enter into this agreement to support the in-house services provided by Stevenage Borough Council in the delivery of housing repairs. This will primarily be to:

- Support the Council's direct delivery teams during busier periods;
- Deliver a specialist locksmith service where the Council requires such services but does not have sufficient expertise; and
- Provide greater flexibility for locksmith works when and where required by the Council .
- These works are necessary in order to maintain and refurbish Stevenage Borough Council's housing stock.

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 20th July 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**.