

# Housing & Investment

Assistant Director: Jaine Cresser

Name  
Address  
Address  
Address  
Postcode

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

Date: 19<sup>th</sup> October 2018

Property Address: Address, Address, Address, postcode

Dear XXXXXX

**Service Charges (Consultation Requirements) (England) Regulations 2003:  
Landlord's Proposal Notice (where public notice is given) pursuant to S.20 of  
the Landlord and Tenant Act 1985 (as amended)**

1. This notice is given following the Notice of Intention to enter into a long term agreement issued on 16<sup>th</sup> June 2017. The consultation period in respect of the Notice of Intention ended on 20<sup>th</sup> July 2017.

2. We have completed the tendering exercise to choose a contractor to complete a full range of glazing repairs and renewals to Stevenage Borough Council's housing stock

The preferred contractor to whom we propose awarding the agreement to is:

MK Windows Ltd  
43 Parishes Mead  
Stevenage  
Hertfordshire  
SG2 9QD

3. It is not reasonably practicable at this stage for us to give you an estimate of the likely costs to be incurred under the two agreements. This is because the costs will vary according to the works undertaken over the length of the contract. However, we will give residents details of the estimated likely costs when they are known to us. This estimate will be provided to you before Stevenage Borough Council begin any work that will give rise to costs to you. Further, you will be provided with an estimate when you are sent a schedule 3 consultation notice.

4. The intended duration of the proposed agreements is 5 years.

5. The written observations received during the consultation period following the Notice of Intention and the responses to those observations can be found summarised in Appendix A of this notice.

6. We invite you to make written observations in relation to this Proposal by sending them to [majorworks@stevenage.gov.uk](mailto: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 21<sup>st</sup> November 2018

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.**