

Minutes of leaseholders' forum meeting.

Date: Tuesday July 14, 2009 **Venue:** Cross Keys Homes Office, Shrewsbury Avenue.

Present: Sue Nightingale (chair), Bryan Bollons (vice chair), Jonathan Lloyd, David Treasure, Jenn Knox and Marc Sharp, Angela Jackson, Luke Robinson, Bill Fenton, Rachal Levy and Paul Levy, John O'Neill.

In attendance: Tracey Thomas (TT), Peter Meadwell (PM), Claire Pudney (CP), Ali Manji (AM), Mike Rowan (MR).

1.0	Apologies Apologies were received from Julian Foster (CKH), Lawrence Ella (CKH), Rob Gerrard (CKH), Sue Webb (CKH), Nick Benedetto.
2.0	Welcome Tracey Thomas welcomed everyone to the meeting and announced that Sue Nightingale had been elected to the Board as the leasehold representative.
3.0	Minutes of last meeting The minutes were agreed.
4.0	Matters arising MR stated that PCC have arranged for CEST – (Community Energy Savings Trust) grant funding for any private owner with an income less than £25,000 where properties are in designated areas defined as an areas of high deprivation. Owners will be able to obtain 100% funding towards external wall insulation, loft insulation and heating. Interested residents should contact Sharon Malia at PCC Private Sector Housing. These grants are available until 2012. MR also said that where it was necessary for Mears to photograph properties in relation to external works, they have been instructed to inform residents before doing so or inform the leasehold team. Miss Knox and Mr Sharp asked for a breakdown of their invoice charge. As this was considered an individual matter, they agreed to discuss their concerns after the meeting with CP and PM.
5.0	Repairs and Maintenance issues <u>Improvement Programme</u> MR confirmed that the works at St Mary's Court were expected to complete on 31 st July 2009.

	<p>David Treasure asked what was the purpose of a gap between the fencing and a dwarf wall near Cumberland House and asked what will be done about it. MR said he would look into it and suggested how a pedestrian gate installed in the gap, might be a good idea. David subsequently DT asked how the new entry gates will work at St Mary's Court. AM replied that they could be operated by either a pin number or by key. Sue Nightingale asked whether residents would be allowed to give the gate code number to significant visitors such as community nurses etc. AM replied they would, although security could be an issue and residents should be careful who they gave their number to. Every tenant will be provided with a unique number.</p> <p>MR confirmed that he next painting contracts have now been awarded. Areas scheduled for painting works include Bluebell, South Bretton, Ravensthorpe, Woodston, Werrington and parts of Paston.</p> <p>Rachal and Paul Levy from Grove Court asked for a progress report on the heating programme. MR confirmed that potential contractors were on site now with tenders to be issued shortly.</p> <p><u>Repainting Programme</u></p> <p>Bryan Bollons asked if painting work was being held up because of consultation. CP said that due to legislation, consultation must take place before work is awarded. She said she would liaise with Elaine Somers and advise Bryan of time scales.</p>
<p>6.0</p>	<p>Leasehold issues</p> <p><u>Consultation</u></p> <p>CP stated that consultation has been carried out for the 2009/10 external redecoration programme and most works had been awarded to the successful contractor. The remaining works will be awarded shortly. Work has already commenced in some areas. Consultation is due to start on internal decorating of communal areas for the 2009/10 programme. Areas included are Bluebell, South Bretton, Werrington, Woodston and Ravensthorpe and will involve 85 leasehold properties.</p> <p>CP added that, depending on initial estimates, CKH may need to carry out consultation on planned works which include the renewal of gutters, downpipes, fascias and soffits to various properties. A letter has been sent from Mears, the appointed contractor, to all leaseholders included in this years work.</p> <p>CP confirmed that project meetings and a drop-in session had been held to discuss the renewal of the communal boiler system at Grove and Tower Courts. Leaseholders were invited to become representatives on the project group and one leaseholder accepted. Contractors are currently tendering for this work before consultation takes place.</p>

CP also informed the forum that due to the emergency nature of the work, CKH had applied to the Leasehold Valuation Tribunal for approval to dispense with S20 consultation in respect of the renewal of the water pumps and associated equipment at Cumberland House, St. Mary's Court. The tribunal agreed with CKH and therefore no further consultation with leaseholders is required.

Handbook

PM stated the Leaseholder's handbook has now been issued and he hoped it would prove useful. Any comments, amendments or additions were welcomed. Bryan Bollons enquired if the handbook would need to be published again every time an amendment was required. PM replied that for minor amendments, a gummed insert would probably be issued to limit costs.

Benchmarking

PM informed the forum that CKH was now a member of the East Midlands Benchmarking Club. The purpose of the club was to identify best practice, benchmark costs, share legal advice and report leasehold information. Regular reports would be circulated to leaseholders as and when they become available.

Invoicing 2009 – 10

CP stated that CKH are in the process of generating the 2009/10 service charge invoices. Subtle changes have again been made to the invoice template in the hope that this is an improvement on the previous years' clarity. It is anticipated that invoices will be issued towards the end of September as in previous years.

Bryan Bollons mentioned that his previous invoice statements did not show his leasehold address. PM wondered if Bryan was referring to the statement as all invoices automatically include the address. Bryan also asked if the cost of decorating would differ if the work was carried out before the invoices were submitted. CP replied that the cost was based on an estimate and the charge could occasionally be lower in some cases.

7.0 Any other Business

MR confirmed that repairs to St Mary's Court underground car park will proceed due to water ingress and any damaged and spalled concrete would be made good. Some painting works were also due to take place.

John O'Neill stated that the new letter boxes were not large enough to receive newspapers. AM responded that the new boxes had been favourably received and were a big improvement on previous boxes. John also questioned why there was no letter box in the front door. AM replied that the new letter boxes were intended to replace letter boxes in front doors.

Bill Fenton reported that the resident's car park at Brewerne was generally in a state of poor repair with numerous potholes and overgrown bushes. AM suggested that he should take this up with his ward councillor. Bill confirmed that he was happy to take this approach.

8.0

Date and time of next meeting

- Tuesday November 10, 2009 - AGM followed by forum meeting