

	<p>Group acknowledged the need for a chair and a general discussion followed.</p> <p>Mr Ryder proposed Mr Harris for chair; this was seconded by Mr Woolhouse. Mr Harris accepted the nomination.</p> <p>Frank suggested that sharing contact details among leaseholders would prove beneficial to the group – a form regarding this and a proforma allowing for details to be shared to be sent with minutes of the meeting</p> <p>Mr Harris commented on that in previous times this group had been run as a committee with Chair, Vice-chair, Secretary and Treasurer. NSH had no knowledge of this but agreed to investigate.</p> <p><u>Update:</u></p> <p>Historically the group had been run as a TRA with funding obtained from the Federation of Residents and Tenants Association.</p> <p>It is now a monitoring group.</p>	JD
<p>3.</p> <p><u>Newsletter Feedback</u></p> <p>3.1</p> <p><u>Christmas Newsletter</u></p>	<ul style="list-style-type: none"> • Signage required for attendees once at Kelham Hall – Frank agreed to look into this • Alternative venues for the meetings were discussed – this had been tried in the past and failed • Group wondered what the % of leaseholders living in Newark was – Janet to investigate – <u>update 55% of leaseholders are Newark based.</u> <ul style="list-style-type: none"> • Group suggested the profile of the meetings should be raised • List of emergency numbers to be included • Housing Officer map to be included again • Introduction of new chair (with photo) to be included 	<p>FB</p> <p>JE</p> <p>JD</p> <p>FB</p> <p>JD</p> <p>JD/CH</p>
<p>4.</p>	<p><u>Digital Switchover</u></p> <p>Frank explained that if you currently have a communal aerial then you will benefit from this scheme. No charges will be raised for this improvement.</p> <p>Frank explained that access to their property will be required and that written notification will be sent by NSH regarding the contractor and the estimated dates they will be on site.</p>	

5.	<p><u>Management Fee 2008/2009</u></p> <p>Frank reminded all attendees as to the reasons why this fee had been introduced, and what it covered.</p> <p>1 leaseholder requested that we acknowledge their discontent with the introduction of the fee.</p> <p>Frank confirmed that to date only 2 complaints had been received.</p> <p>Frank confirmed that NSH will continue to charge this management fee and that it will be a true reflection of costs</p> <p>Frank stated that any increase would be inflation based</p> <p>Frank explained tenancy enforcement process</p>	
6.	<p><u>Any other business</u></p> <p>Members of the group felt that some contract works were expensive; Frank confirmed that leaseholders had the right to obtain their own quotes</p> <p>Frank advised all leaseholders to know what is in their lease as they are all individual contracts.</p> <p>Question raised about NSDC Insurance – what exactly does it cover? Janet agreed to look into this and feedback at next meeting</p> <p>Question raised about NSDC buying leases back and then allowing rent to be paid - Janet agreed to look into this and feedback at next meeting</p> <p>Question raised about post inspections – Frank confirmed that 10% are done.</p> <p>Group felt the leasehold handbook was useful – Frank agreed to update</p> <p>Mr Harris requested a copy of the handbook – Janet agreed to do this</p> <p>Can leaseholders obtain a copy of their lease without a charge – yes!</p> <p>A few individual issues were discussed after the meeting</p>	<p>JE</p> <p>JE</p> <p>JD</p> <p>JE</p>
7.	<p><u>Date of next meeting</u></p> <p>Wednesday 13 January 2010, 6.30 pm at Kelham Hall- invitations will be sent 4 weeks before</p>	