

LEASEHOLDER MONITORING GROUP

Minutes

Wednesday 15 July 2009

Dining Room, Kelham Hall, Newark

6.30pm

Attendance

Frank Bartle Property & Estates Manager – Newark and Sherwood Homes
Julie Davidson Estates Manager – Newark and Sherwood Homes
John Nicholl Finance Manager – Newark and Sherwood Homes
Janet Elam RTB and Finance Officer – Newark and Sherwood Homes

Mr & Mrs Eaton

Mr Woolhouse

Mr & Mrs Smith

Mr Matchett

Mr Coyne

Mr & Mrs Thompson

	<u>Item</u>	<u>Action By</u>
1.	<u>Welcome & Introductions</u> Frank welcomed all to the meeting. Frank requested that we amend the order of the agenda and discuss Item 6 – Management Fee 2008/09 – first. This was agreed	

<p>6.</p> <p>6.1</p>	<p><u>Management Fee 2008/09</u></p> <p>Frank acknowledged that we had received no correspondence following the distribution of minutes and breakdown of management fee after the meeting held in April. This meeting in April was the commencement of the consultation period and all leaseholders had been given the opportunity to comment; none received.</p> <p>A variety of questions were asked:</p> <p><u>What was the logic behind the 1% and 2% of company costs?</u></p> <p>Both these % were a true reflection of the costs attributed to leasehold management from Finance and Central services</p> <p><u>What was the ratio of Leaseholders to Tenants?</u></p> <p>145/5400 = approximately 3%</p> <p><u>Will I have to pay grounds maintenance and communal cleaning charges?</u></p> <p>The grounds maintenance and communal cleaning charges are separate from the management fee and will show separately on your invoice. You will only be asked to pay for grounds maintenance and communal cleaning if it is applicable to your lease</p> <p><u>Is management fee transparent in tenant's rental charges?</u></p> <p>No - there is no government requirement to do this.</p> <p><u>What will the management fee be for 2008/09</u></p> <p>Frank confirmed that this would be, as stated in the breakdown, £142.07. The group acknowledged that this was a reduction from the previous year's requested fee and agreed that this would be acceptable.</p> <p><u>Can we purchase the 'Freehold'</u></p> <p>Newark and Sherwood Homes agreed to gain information on this subject. The following advice was given from NSDC Legal team:-</p> <p>"The starting point has to be that you refer the leaseholders to the following. If they want to proceed, then they will need to obtain professional advice, preferably before they serve the initial notice and using this website;</p> <p>www.lease-dvice.org/publications/documents/document.asp?item=11"</p> <p><u>Should we be paying our fees to the Council?</u></p> <p>Newark and Sherwood Homes agreed to gain information on this subject.</p>	
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6.2	<p>The following advice was given from NSDC Legal team:-</p> <p>“NSH has been set up to be the Council’s management agent in relation to its housing stock (including the flats which have been sold leasehold) and the payment is rightly due to NSH in this capacity”</p> <p><u>Can we consider establishing a static figure for the next 10 years so all leaseholders will know what they have to pay each year?</u></p> <p>Frank advised that NSH would not be increasing the figure disproportionately over the coming years however the idea of a static fee for the next 10 years will be considered and reported back at the next meeting.</p> <p><u>Why don’t my plans reflect my leased property?</u></p> <p>John Nicholl agreed to take this personal issue on with NSDC Legal and feedback directly to Mr & Mrs Thompson</p> <p>Other issues/concerned raised and addressed:-</p> <ul style="list-style-type: none"> • John Nicholl explained that tenants are charged for the services we provide and as such so should leaseholders. • The Audit Commission recommend that management fees should be transparent and fair - the addition of 10% on all bills regardless is not deemed as either of these • If there was a dedicated officer in post the management fee would be higher than the agreed £142.07, as demonstrated by the amount requested last year. • Ground rent is a fixed charge of £10 per annum • Frank explained that Newark and Sherwood Homes is an ALMO and not ‘the Council’. Frank then went on to briefly explain what an ALMO was. • Insurance payable to the Council covers the fabrication of the building and if a leased property became uninhabitable for any reason Homelessness legislation would commence. • Reparation works required following contracted major works at:- 75 Oak Avenue, Blidworth 98 Highfield Road, Clipstone <p>JD agreed to feed this through to Jackie Widdison for action.</p>	<p>JN</p> <p>JN</p> <p>JD</p>
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2.	<p><u>Leasehold Management – is it working for you?</u></p> <ul style="list-style-type: none"> • Group would like individual contacts for their complaints – agreed this would be included in the Late Summer Newsletter • Group would like more regular feedback in ASB cases. • Not all group members knew who their housing officer was – JD agreed to send out with Newsletter • Issue raised regarding fencing on Yorke Drive. FB to liaise with AD 	<p>JD</p> <p>JD</p> <p>JD</p> <p>FB</p>
3.	<p><u>Monitoring Group Chair Person Vacancy</u></p> <p>Group agreed that a letter requesting expressions of interest should be distributed with the minutes</p>	<p>JD</p>
4.	<p><u>Newsletter</u></p> <p>4.1 Draft discussed with group</p> <p>4.2 Agreed that Newsletter will be out by end of August</p>	
5.	<p><u>Monitoring Group Schedule</u></p> <p>5.1 Agreed by all</p>	
6.	<p><u>Any other business</u></p> <p>6.1 Contact details for John Nicholl and Janet Elam requested</p> <p>John Nicholl – 01636 655446 john.nicholl@nshomes.co.uk</p> <p>Janet Elam – 01636 655509 janet.elam@nshomes.co.uk</p>	
7.	<p><u>Date of next meeting</u></p> <p>Wednesday 14 October 2009, 6pm at Kelham Hall- invitations will be sent 4 weeks before</p>	