

Leasehold Forum Meeting

8 January 2025

Minutes

Present:

Peter Holt, Housing Team Leader (Accounts and Assets)
Julie Hood, Housing Equalities and Engagement Facilitator
Kate Grandfield, Housing Management Service Manager
Nicola Colley-Samuels, Leasehold Management Officer
Claire Race, Leasehold Management Officer
9 Leaseholders

Apologies: 4 received from Leaseholders

Julie Hood opened the meeting and welcomed everybody. City of York Council Officers introduced themselves.

Julie reminded the meeting that:

- although you are sitting in your home you are in a meeting; please do not do anything you wouldn't do in West Offices e.g. eat
- that everyone is in the meeting for their own reasons
- to treat everyone with respect at all times, this includes staff, attendees and any organisations present/discussed in the meeting.
- let others raise their issues
- Housing issues are the only issues staff may be able to change, they have no influence over other CYC departments e.g. Council Tax, Parking etc
- if it is suggested that your issue will be investigated outside of the meeting do not continue to discuss it
- no items will be discussed in any other business unless they have been sent 7 days prior to the meeting, under any circumstance.

Fire Risk Assessments

Peter Holt

Peter explained that Fire Risk assessments are currently being undertaken in internal communal areas. This work is being led by Joe Cryans in the Capital Projects Team. Penningtons are the contractor. They are looking at the fire doors, fire breaks in the lofts (where possible) amongst other areas. They will identify areas where work is needed to ensure regulatory standards are met.

They will be producing reports for each area. These reports are available to Leaseholders on request. To request a copy of the report relating to your internal communal space please contact the Leasehold team by email housing.leaseholder@york.gov.uk or phone 01904 551550 option 4, option 4

Some of the work needed will not be rechargeable; mainly work relating to any fire alarms linked into the individual flats.

This work is ongoing.

Internal communal areas must be kept free of any personal items, they are sometimes used to store bicycles, buggies etc. In some areas this needs to be monitored regularly so all City of York Council Officers will be monitoring as they visit.

If a leaseholder needs to report any items being left in the internal communal areas please report it to the Leasehold Team by email housing.leaseholder@york.gov.uk or phone 01904 551550 option 4, option 4

Service Update

Peter Holt

A recruitment process to fill the vacant Leasehold Management Officer posts is now complete. Tessa Bentley and Andrea Thackray join Nicki and Claire to complete the team.

As this is the time of year when service charges are calculated the additional capacity will be beneficial. If you are registered for Open Housing please check that any repairs on your account are accurate as these will be used for the calculation.

If you need any information to register on Open Housing or need help to reset your password please contact the Leasehold Team by email

housing.leaseholder@york.gov.uk or phone 01904 551550 option 4, option 4

Peter then told the meeting that he is leaving City of York Council today to take up a position with the Housing Ombudsman.

He thanked Leaseholders for their participation over the years. The different Panels and the formation of this Forum have only been possible due to the support of Leaseholders.

Some of the Leaseholders present thanked Peter for his support and hard work.

Kate explained that a recruitment process had begun with interviews being held towards the end of next week.

The Leasehold Team will continue to support Leaseholders as usual and Kate will cover Peter's role until it is filled permanently.

Any Other Business

These items of any other business were received from Leaseholders at least 7 days prior to the meeting:

Communal Doors

Communal doors being left open, and opened and propped open. What can be done to stop this if the Housing Manager has been told about it and there are no changes?

R- This is difficult to police and should continue to be reported to the Housing Management Officer. If the resident who is continually opening the door is known this information should also be reported to the Housing Management Officer.

Overgrown Trees

Some trees have been identified as needing cutting back – this has been reported to the Arboricultural Manager. They have asked for further information regarding the specific trees and will take this forward.

Extending a Lease

The understanding of extending a lease was that it could be a formal or an informal process. Following contacting the Legal Department this does not seem to be the case. Was the understanding wrong?

R – A formal request would be made by your legal representative whereas an informal request would be made by the Leaseholder. The informal process does require formal documents to be completed.

The Leasehold Team will investigate and respond directly to the Leaseholder.

Parking on Housing Land

Quite a while ago there was discussion about a project to address parking problems on Housing Land, particularly garage forecourts. Is there any progress?

R – This is currently being reviewed by Officers and the Parking Enforcement Team.

Action – Kate to bring an update to the next meeting

An individual parking issue was raised which the Leasehold Team will investigate and respond directly to the Leaseholder.

Loft insulation

A Leaseholder asked who to contact to find out about the insulation in the loft

R- please email capitalprojectsteam@york.gov.uk

Gardening

Has any progress been made with the service agreement with Public Realm? By the next meeting the grass will need cutting again

Action Kate will bring an update to the next meeting

Next Meeting

A date in April 2025, to be confirmed.

Agenda items

Service Charges

Updates

- Gardening
- Parking on Housing Land