

# Leasehold Forum Meeting

16 November, 2021

## Minutes

Present:

Julie Hood, Housing Equalities and Engagement Facilitator

Peter Holt, Housing Team Leader (Accounts and Assets)

Total number of Leaseholders 14

Apologies:

none received

Julie Hood, the Chair of the meeting, opened the meeting and welcomed everybody

Peter Holt introduced himself.

## Shared ownership properties and staffing

Peter Holt

The City of York Council are developing and building shared ownership properties across the City. There is to be a mix of tenures, and properties e.g. rental, leasehold, shared ownership, houses, flats etc.

These properties will be managed by the Asset Officers which will impact on their workload. There has been a request to add to this team with Asset Support Officers who would support the Asset Officers with the admin work, answering the phone and emails, reporting repairs etc.

A decision as to this recruitment is expected in December 2021, with recruitment completed by late spring. A further update will be brought to the next meeting

Due to the increased number of properties our Insurance team are investigating the possibility of providing an enhanced insurance cover for leasehold properties. Early indicators are positive.

Currently the insurance element within the service charge covers the following four perils:

- Fire
- Lightning
- Explosion
- Aircraft

## New ICT system

Peter Holt

Currently there are several IT systems used by housing so if a leaseholder reports a repair it is entered on 1 system, then needs to be entered on a different system and the service charges are

calculated on a different system. So a total of three systems which gives many opportunities for error.

The new system will bring all these systems into 1 which will reduce the opportunities for error and provide a more efficient service.

All Leaseholders will have an account on the new system, more information will be brought to the next meeting.

## Short term holiday lets

Peter Holt

Air B & B was initially raised a couple of years ago and our Legal Department have advised that under the terms of the Lease this is not permitted.

The insurance cover would also be null and void as it does not cover this type of letting.

We will take legal action if any properties are found to be being used for short term holiday lets.

## Top 10 tips for leaseholders

Peter Holt

The Tenant Participation Advisory Service (TPAS) have produced a guide for Leaseholders which is a substantial document.

They have contacted Peter and requested that he is part of a team reviewing the document to make it more reader friendly. They have also asked for CYC Leaseholders to provide their top ten tips for other Leaseholders.

If any Leaseholder would like to be involved, or has a top tip contact Peter who will pass them to TPAS. Peter can be contacted on email [peter.holt@york.gov.uk](mailto:peter.holt@york.gov.uk) or tel 01904 555881

## Any Other Business

### Solar Panels

There is nothing in the lease that prohibits putting solar panels on the roof so these can be requested. However permission is unlikely to be granted as City of York Council is responsible for maintaining the asset and if any work is needed to the roof e.g. replacement of the whole roof or a tile replacement they would need access.

### Planned Capital works

Section 20 consultation should ensure Leaseholders are aware of any major planned works, although for any emergency work Leaseholders might not be prior to the work being undertaken.

Peter is working with the Capital Projects team to provide a programme of planned capital works e.g. external painting, window replacements etc.

The new ICT system should support improved communication between the teams in regards to the section 20 process.

### Extending the lease

This is a statutory process. An initial written request should be submitted to the Asset Officers by email [housing.leaseholder@york.gov.uk](mailto:housing.leaseholder@york.gov.uk) or tel 01904 551550 option 4 option 4

There are legal costs, the leaseholder should have been a leaseholder for at least 2 years, it is also advised to have a lawyer undertake the process on behalf of the leaseholder.

#### Roofing programme, Calder House

This should be included within the programme Peter is working with the Capital Projects team to provide. Once produced he will circulate it to all affected leaseholders.

#### Parking

There are currently two different issues relating to parking.

The first is parking permits which are proving to be difficult to obtain. This is not an issue Housing have any influence over and Leaseholders should continue to contact Parking Services on email [parking@york.gov.uk](mailto:parking@york.gov.uk) or tel 01904 551309

The second parking issue has been discussed in previous meetings and is a City wide parking project on Housing land which has been delayed.

The project is in partnership with Parking Enforcement to take over the parking enforcement on all Housing Land. When this has been through the process and been agreed Parking Enforcement have to serve a CPL across the City and put notices up, they can then monitor and manage parking in the area. They will then have the power to deliver fixed penalty fines for parking illegally and work more in a preventative way, parking permits will be produced.

#### Leasehold Scrutiny Panel

This panel was discussed as a possible way forward for some of the above items however, the group decided to fold several years ago. Julie reminded those present that a panel or similar can be formed at any point. Contact Julie by email: [Julie.hood@york.gov.uk](mailto:Julie.hood@york.gov.uk) or tel 01904 552097.

Two individual items were discussed and will be followed up outside of the meeting and these minutes.

#### **Next Meeting**

A date in April/May 2022, to be confirmed.