



Our ref: Notice 2 , CfCW/CfCWA

3rd Floor,13-27 Station Road
London N22 6UW.

7 July 2008

Dear Leaseholder

Leaseholder Property Service Charge.

Leasehold address:

**Re: enclosed notices concerning proposed long term agreements relating to:
(1) the appointment of a consultant for construction works and
(2) engagement of independent specialist consultancy services for
construction works.**

(Section 20 of the Landlord and Tenant Act 1985 (as amended) and Schedule 2 of
the Service Charges (Consultation Requirements)(England) Regulations 2003).

Please find enclosed two notices - *Notifications of Landlord's Proposals*. These
must be sent to you under the above Regulations. They tell you about:

1. the proposal to appoint a consultant for construction works. The consultant will provide construction related services including project management, structural engineering and surveying services. The different types of services are described in the notice.
2. the proposal to appoint up to five consultancy firms to undertake independent specialist construction services. Details are provided in the notice. The consultants will be responsible for undertaking independent monitoring and ensuring compliance with the necessary standards on site in relation to health and safety issues, and so on.

These long term agreements are necessary with respect to Haringey Council's responsibilities in carrying out building maintenance work to its housing stock outside the scope of the Decent Homes programme. We have consulted the Leasehold Panel regarding these matters.

For the sake of completeness, we are sending this notice to **all leaseholders** in the borough of Haringey, even though we may not undertake works of this nature. **Please note this is NOT a demand for payment.**

As a leaseholder you will only be required to make a contribution towards the cost of the work if it is carried out in relation to your flat, building or estate. Before the works begin, the leaseholders concerned will receive a further notice providing details of the proposed works. This notice will give an estimate of the cost of the work and an opportunity to make comments in writing.

You can download all the relevant information about the Council's proposals from our website: www.homesforharingey.org or you can make an appointment to come and inspect them if you prefer. The information contained in the proposals provides details of the proposed contractors, schedules of rates, etc, and a summary of the observations received from leaseholders regarding the first two notices including Homes for Haringey's responses to them.

All observations on the proposals must be in writing. If you have any queries regarding the notices please call us on the numbers given below.

Team 1

**Hornsey, North Tottenham
and Broadwater Farm:**

020 8489 3485

Team 2

**South Tottenham and
Wood Green:**

020 8489 3313

Yours sincerely

A handwritten signature in black ink, appearing to read 'Thevanesan', is written over a horizontal line. A vertical red line is positioned to the right of the signature.

**T Thevanesan
Head of Home Ownership**

Enclosures: two notices.



7 July 2008

**SECOND SECTION 20 NOTICE – NOTIFICATION OF LANDLORD’S PROPOSAL
(Under Schedule 2 of the Service Charges (Consultation Requirements)
(England) Regulations 2003)**

Dear Leaseholder(s)

**Long Term Agreement relating to the appointment of a consultant for
construction works ref: CfCW**

I write further to the Council’s First Section 20 Notice (Notice of Intention), dated the 22 October 2007 regarding the above proposed agreement. This notice is the second stage of the consultation process under section 20 of the Landlord & Tenant Act (1985), as amended by the Commonhold & Leasehold Reform Act (2002).

1. The proposal. The Council is proposing to enter into an agreement in respect of the provision of construction related consultancy services. It may result in annual charges to some leaseholders of more than £100. The proposed agreement will relate to (but may not be limited to) the following categories of services:

- (i) project management;
- (ii) structural engineering;
- (iii) civil engineering design (predominantly highways);
- (iv) building surveying services;
- (v) landscape architecture services;
- (vi) urban design services;
- (vii) quantity surveying (both construction and civil engineering) including whole life costing;
- (viii) building surveying services;
- (ix) architectural services including specialist educational design advisors;
- (x) mechanical and electrical engineers;

- (xi) other related design services such as assessors using BREEAM standards (Building Research Establishment Environmental Assessment Method), acoustic engineers;
- (xii) some element of quality control may also be expected;
- (xiii) specialist design advice on conservation, listed buildings etc.

In view of these matters the Council is required to consult under the regulations with all leaseholders who may be liable to a charge arising from the agreement. The Council has prepared a written proposal in relation to the planned agreement in accordance with Schedule 2, paragraph 4 of The Service Charges (Consultation Requirements) (England) Regulations 2003.

2. Inspection of the Council's written proposal. During the consultation period you may inspect a copy of the proposal. An inspection of the proposal may be carried out between 10 am and 1 pm, Monday to Friday (except Wednesday) by appointment only at 48 Station Road, Wood Green, London N22 7TY. Please telephone us if you want to make an appointment to inspect the proposal (the phone numbers are provided on page 2 of the covering letter).

3. Observations on the proposal. You are invited to make written observations on the Council's proposal. If you wish to do this, you must send your written observations to this office within 30 days of the date of this letter. Our address is Home Ownership Team, 48 Station Road, Wood Green, London N22 7TY. The final date for receipt of your observations is the 6 August 2008.

4. Observations received. Careful consideration has been given to all observations received in respect of the first notice, dated 22 October 2007. Those who submitted observations have been sent individual responses. A summary of the observations and the Council's responses to them is contained in the proposal.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Thevanesan', is written over a horizontal line. A vertical red line is positioned to the right of the signature.

T. Thevanesan
Head of Home Ownership