



DARLINGTON
Borough Council

OPERATIONS GROUP
Housing & Revenues Division
Town Hall, Darlington DL1 5QT
DX69280 Darlington 6

TITLE OF MEETING	Leaseholder Group Meeting
Date	22 nd June 2021
Present	Marjorie Bullen, Julie Donkin, Matthew Hufford, Jackie Brown, Fahima Al-Hafiz, Mandy Cook
Apologies	

Item No.	Item Heading	Comments	Actions
1	Introductions		N/A
2	Half yearly/Yearly repair statements	Leaseholders were asked for their views; on what more information would they like to see added to the repair statements. Ms Bullen asked if we could add a job sheet for each repair. This was previously agreed by Hazel Neasham and copies of the job sheet were being sent; then it stopped.	Julie Donkin has investigated further and DBC are unable to produce job sheets; as all job tickets have been moved to a digital platform. A new Repair statement template has been created (attached), which will be sent to Leaseholders going forward.

	Planned works	<p>Ms Cook asked if they can be notified of any future planned works. Julie Donkin advised that all works are put to the Council Cabinet prior to being approved. Some works can change at short notice; therefore, it is not always feasible to notify Leaseholders.</p> <p>Julie advised that Council have carried out Roofing and replacement window programmes; and have not charged Leaseholders for this.</p>	No further action required
	Painting programme at Heatherwood Grove	<p>Ms Bullen raised concerns about how the last programme of Painting works at Heatherwood Grove were carried out; without any prior notice and the works were done while it was raining. Julie advised that the Assistant Director was made aware of this.</p> <p>Ms Bullen advised that the communal painting works were incomplete. She raised it with Paul Hayward in Building Services, who came round with an operative from MITIE (Painting contractor) and checked the works. She was assured that the door frames on third floor of the Hawthorns will be finished-but this wasn't the case. The doors still need to be finished.</p>	<p>Concerns raised with Paul Hayward. He carried out a Site inspection with MITIE. Paul has confirmed that the painting works are now complete. Email confirmation received 2nd July 2021.</p>
3	Rat infestation	<p>Ms Cook raised that there were problems with Mice infestation in Selaby House. She had contacted DBC Environmental Health but has not received an update. Ahead of this meeting Julie Donkin emailed Peter Smith-DBC Pest Control Officer for an update. Peter confirmed that he had a report on 25/05/2021 from Ms Cook-Leaseholder regarding mice infestation. Peter has tried to contact Ms Cooks tenant, but has unable to gain entry and as at meeting date received no response to the missed calling cards that were left by him. Ms Cook advised that she herself was unable to contact her tenant.</p> <p>Peter Smith confirmed that he attended another property in the building and found evidence of infestation in the Kitchen.</p>	<p>Julie will be in direct contact with Ms Cook to agree a plan of action going forward.</p>
4	Any other business	<ul style="list-style-type: none"> Ms Bullen advised that the flower tubs at Heatherwood Grove have not had the winter plants replaced and they are looking worn. 	<p>Works completed June 2021.</p>

		<ul style="list-style-type: none">• Ms Bullen would like to know if DBC are carrying out site inspections as she has not seen anyone recently. Matthew Hufford advised that site inspections were put on hold due to COVID-19; however they have restarted in the last week. He has a plan of upcoming site visits and he endeavours that he will visit Heatherwood Grove soon. Matthew will try to carry out monthly site inspections. However, in the interim if anyone raises concerns; he will visit on request.	Complete
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Next meeting – To Be Arranged - June 2022

Leaseholder Half Yearly Repairs Summary-Based on repairs 00/00/0000 to 00/00/0000

Flat Address: Example
Block (s) used: Example
Date: 00.00.0000

Number of Flats in block: Example
Flats checked: Example

Job number	Job Description	Date reported	Date completed	Contractor	Total Invoice value	Portion Payable (total/No. of flats in block)
Example						
				Total repairs payable by Leaseholder		Example