

10<sup>th</sup> November 2015



Ref: 14/134A

Property ref: 0  
Enquiries to: Leaseholder services

Leaseholder Services  
London Borough of Camden  
Camden Town Hall  
Judd Street  
London  
WC1H 9JE

**The Secretary**

Flat 3  
Bishopdsdale House  
Kilburn Vale  
London  
NW6 4QX

[capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)

**NOTICE OF PROPOSAL TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT  
(Section 20 of the Landlord and Tenant Act 1985 (as amended) ('Act') and Schedule  
2 of the Service Charges (Consultation Requirements) (England) Regulations 2003  
(('Regulations'))).**

Dear Leaseholder (s)/ Representative,

**Re: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)**

**Qualifying long term agreement relating to Contract 1: General Mechanical Repair  
and Maintenance Agreement.**

I am writing to inform you that the London Borough of Camden ('the Council'), as your landlord, proposes to enter into a long term agreement, details of which are given below.

**Preparation of Landlord's Proposals:**

This notice is given pursuant to the Notice of Intention, issued on 01 December 2014 to enter into a long-term agreement for the provision of general mechanical repair and maintenance services. We have now prepared proposals in respect of the works and services to be provided under the agreement based on the estimates received, and a copy of the proposal is available for inspection at the address detailed below.

**1. Introduction**

The Council is planning to enter into what the Act calls a "qualifying long term agreement". This is an agreement which lasts for more than 12 months and concerns general mechanical repair and maintenance services to be carried out in relation to the building or estate in which you are a leaseholder. Where services relate to your property, you will be liable to pay a portion of the cost by way of a service charge.

This notice relates to providing general mechanical repair and maintenance services to the Council's 33,000 homes. The Agreement is planned to run from April 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years. Please note that contract award would take place in January 2016 and mobilisation activity between January 2016 and April 2016.

## 2. General description of services to be provided and works to be carried out

The below list is a general description of services to be provided and works to be carried out under the Agreement.

### **Contract 1: General Mechanical Repair and Maintenance Services**

This contract will cover the planned maintenance and repair of the following :

- **Communal heating:** This relates to the maintenance and repair of all elements of the communal / district heating systems which provide heating and or hot water to numerous blocks within the Borough. Elements include boiler houses, distribution pipework, radiators, controls, and hot water cylinders.
- **Heat metering:** This relates to the maintenance and repair of any heat meters associated with communal / district heating systems.
- **Bulk gas networks:** This relates to the maintenance and repair of the bulk gas distribution networks operated by the Council. Several blocks / estates within the Borough are serviced by bulk gas networks, with the remainder served by external organisations. This service relates just to Council operated networks.
- **Water mains, risers & tanks:** This relates to the maintenance and repair of the mains cold water distribution networks within each block or estate as well as the storage tanks associated with the installation. The Council are responsible for the network from the boundary of the block / estate.
- **Remote monitoring**  
This relates to the maintenance and repair of the remote monitoring systems used to monitor the efficiency, condition and status of communal heating systems.
- **Co-ordination of emergency response:** This relates to acting as lead contractor should there be widespread mechanical failure and a requirement to co-ordinate remedial works with the Council and utilities.

## 3. Details of the Landlord's Proposals:

General Mechanical Repair and Maintenance Services

The details of the landlord's proposal are set out in the proposal which is made available for inspection. However some of the information provided within that proposal is as follows:

### **The Parties to the Proposed Agreement are:**

There is no connection between the landlord and any parties

**Contractor name:** GEM Environmental Building Services Ltd  
**Contractor address:** 121-122 Omega Works  
4 Roach Road  
London E3 2PF



### **Length of Agreement**

The Agreement is planned to run from April 2016 for a period of 5 years, with a possible one or more extensions for an additional 5 years. Please note that contract award would take place in January 2016 and mobilisation activity between January 2016 and April 2016.

Indexation of costs under the contact is at the Council's discretion following an annual review of the Price List, but is capped at no more than the BCIS – BMI All in Maintenance Cost Index – Services.

### **4. Summary of Stage 1 Observations:**

Observations received from leaseholders and Recognised Tenants Associations in relation to Camden's Notice of Intention, dated 01 December 2014, and Camden's responses to these, are summarised in the enclosed document 'Appendix 1: Summary of Stage 1 Observations'.

### **5. Right to Inspect Landlord's Proposals:**

Due to the nature of this contract there is a large amount of pricing information which cannot be included in this notice in a sufficiently environmentally or user-friendly format.

You are therefore invited to inspect all relevant information at the following times:

Monday to Friday between the hours of 10:00am and 4.00pm, 11<sup>th</sup> November – 15<sup>th</sup> December 2015, at: **Camden Council offices, Meeting Room 4, 33-35 Jamestown Road, London, NW1 7DB**

Alternatively, this information can be made available on CD upon request. Should you require a copy, please contact us at the address below and we will send one via post.

### **6. Observations**

You are invited to make any written observations regarding the proposals contained in this notice. If you wish to do this, you must send them to this office in writing to be received within 30 days from the date of this notice. All observations must be received by the **15<sup>th</sup> December 2015**. Observations should be sent to the following address:

Mike Edmunds (Head of Leaseholder Services)  
Leaseholders Services  
London Borough of Camden  
Camden Town Hall  
Judd Street  
London  
WC1H 9JE

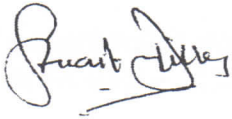
Or

Email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) and include the contract reference **14/134A** and your property reference (o) in the email subject field.

**7. Cost of the services**

As a leaseholder you will only be liable for a proportionate part of any costs incurred in relation to your building or estate under the Agreement.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stuart Dilley', with a stylized flourish at the end.

Stuart Dilley  
Assistant Director HASC

**Sections 20 and 20ZA of the Landlord and Tenant Act 1985 (as amended)  
Schedule 2 to the Service Charges (Consultation Requirements) (England)  
Regulations 2003**

**Written Observations**

Please complete this form and return it by **15<sup>th</sup> December 2015**.

**Send to:** **Mike Edmunds (Head of Leaseholder Services)**  
**Leaseholder Services**  
**London Borough of Camden**  
**Camden Town Hall**  
**Judd Street**  
**London, WC1H 9JE**

**Email:** [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **14/134A** and **0**

Leaseholder Name: .....

Property Address: Kilburn Vale Leaseholders Association (Kilburn Vale Estate)

Property Reference: 0

Contract: **General Mechanical Repair and Maintenance Agreement**

Please tick which box applies to you.

- ☐ *I have no observations*  
☐ I wish to make the following observations; (please detail these below)

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Signed by \_\_\_\_\_

Dated \_\_\_\_\_