

# Housing Asset Management

Assistant Director: Denise Lewis

Name  
Address  
Address  
Address  
Postcode

Our Ref: S20/Repairs  
Contact: Dimple Sharma  
Telephone: 01438 242666  
Email: Major.works@stevenage.gov.uk

Date:

Property Address: Address, Address, Address, postcode

Dear XXXXXX

**Notice of intention to enter into a long-term agreement (where public notice is to be given) pursuant to Section 20 of the Landlord and Tenant Act 1985 (as amended)**

1. It is the intention of Stevenage Borough Council to enter into a long term agreement in respect of which we are required to consult residents
2. The services to be provided under the agreement are underground drainage works to Stevenage Borough Councils housing stock including, by way of example the following:
  - Full range of repairs and renewals to all types of external underground water drainage structures and systems.
  - Restitution of all earthworks and the surrounding landscape.
  - Repair, maintain and where required, install drainage structures such as soakaways.

3. We consider it necessary to enter into this agreement to support the in-house services provided by Stevenage Borough Council in the delivery of housing repairs. This will primarily be to;

- Support the Councils direct delivery teams during busier periods.
- Deliver larger repair works where the Council does not have sufficient capacity or outsourcing of the works provides better value.
- Provide greater flexibility to meet customer demand for underground drainage works.

4. We are not inviting you to nominate persons from whom we should try to obtain an estimate in respect of the matters described in Paragraph 2 above. This is because the Landlord is legally required to advertise the proposed contract by Public Notice on the UK e-notification service called Find a Tender Service.

5. We invite you to make written observations in relation to the proposed agreement by sending them to **majorworks@stevenage.gov.uk** or **Leasehold Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage, SG1 1HN**. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on

Yours sincerely

Dimple Sharma  
Major Works Officer

All future communications relating to the subject matter of the notice should be sent to **major.works@stevenage.gov.uk** or **Major Works Investment Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**.