

29<sup>th</sup> December 2021



Ref: 20/004

Property ref:  
Enquiries to:

Leaseholder services

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

The Leaseholder(s)

Camden Street  
London  
NW1 0HH

[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),

Re: [redacted], Camden Street, London, NW1 [redacted]

**Qualifying long term agreement relating to Contract 11: Drainage Works.**



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, and a copy of the proposal is available for inspection at the address detailed below.

**Preparation of Landlord's Proposals:**

This notice is given pursuant to the Notice of Intention, issued on 11 September 2020 to enter into a long-term agreement for the provision of building term services contracts in relation to drainage works. 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 accompanies this notice:

**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 repair and maintenance to ancillary 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 drainage works to the Council's 33,000 homes. The Agreement is planned to run from February 2022 for a period of 5 years, with a break clause at year 3.

- 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 11 for Drainage Works**

- Above ground drainage: clearing of soil and waste pipes, repairing and replacement of soil pipes, stack pipes, gutters, downpipes, hoppers, lead work, outlets, clips, shoes, gratings etc.
- Below ground drainage: clearing of waste pipes, repairing and replacement of waste pipes, drains, drain covers
- CCTV surveys of pipework to ascertain condition, blockages, design issues
- Any enabling or making good works associated with the above

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

Contract 11 – Drainage Works

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:** CRC Property Services Ltd  
**Contractor address:** 4 Capricorn Centre  
Cranes Farm Road  
Basildon  
Essex  
SS14 3JJ

**Length of Agreement;**

The Agreement is planned to run from February 2022 for a period of 5 years, with a break clause at year 3. Please note that contract award would take place in February 2022 and mobilisation activity between February and March 2022.

Price adjustments, due to inflation under the Contract, will be completed annually in line with the following index: '*Building Cost Information Services (BCIS) – Building Maintenance Cost Index-General*'. This measures the movement of costs and is published by the Royal Institute of Chartered Surveyors (RICS).

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

Observations received from leaseholders and Recognised Tenants Associations in relation to Camden's Notice of Intention, dated 11 September 2020, 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.

Copies of the full proposals are available for inspection on-line, which is the preferred option, as majority of our staff remain working from home. You are therefore invited to inspect all relevant information online by request, you can do this by emailing [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk).

Or, email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) to make an appointment to view this information in person, during the following times:

**Date:** 4<sup>th</sup> January 2022 – 4<sup>th</sup> February 2022  
**Days:** Monday to Friday  
**Time:** Between the hours of 10:00am and 4.00pm  
**Venue:** Camden Council Offices, 5 Pancras Square, London N1C 4AG

**Note:** Please sign in at the front reception where someone will meet you, and show you to the relevant meeting room.

## 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 in writing to be received within 30 days from the date of this notice. All observations must be received by the **4<sup>th</sup> February 2022**. Observations should be sent to the following address: [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk)



Please include the contract reference: '*Building Term Services 20/004*' and your property reference ( ) in the email subject field. Due to the current situation with Covid-19, the majority of our staff remain working from home, with limited staff in the office. So emailed observations are preferable to postal queries. However, alternatively you can post observations to;

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

**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,



Gavin Haynes  
Director of Property Management