

NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
ADDRESS 4
POSTCODE

30/05/2025

Dear SALUTATION

Consultation on Qualifying Long Term Agreement: Lakeview Improvements

RE: PROPERTY

Woking Borough Council (the Council), as the freeholder of the block BLOCK, wishes to advise you that as part of its commitment to your safety and to maintaining the quality of your home, significant refurbishment and improvement works are planned to BLOCK.

Therefore, the Council will soon be commencing a procurement / tendering exercise to enter into a Qualifying Long Term Agreement for these works across 14 blocks on the Lakeview estate, including BLOCK.

The Council has responsibility to maintain the structures and communal areas of its properties, including those around your own property. As a leaseholder of the property and in accordance with your lease agreement, you may be required to contribute towards the cost of the works.

Legislation designed to protect tenants and leaseholders requires the Council to advise you of its intention to seek tenders in a very particular way, including the issue of a formal notice (which is enclosed). This provides you with an opportunity to comment on the procurements before the Council proceeds. Enclosed with this letter is an overview of the services to be tendered.

Due to the value of the agreement, they will be tendered through a public notice and as such residents are not able to propose their own contractors to participate. However, if you would like a particular contractor to bid you may contact them directly and draw the contract opportunity to their attention.

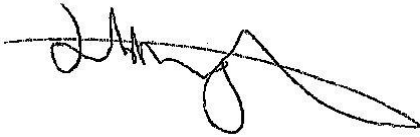
Following this consultation, regard will be given to any comments received before the detailed specification is finalised. The Council will then invite interested contractors to submit their tendered price, combined with details of their experience and qualifications. The Council will also obtain references for similar works. Once the tenders have been evaluated the Council will consult you again regarding the Council's proposal for the appointment of the leading contractor.

This further consultation will include details of the proposed recharges for each leaseholder.

You may contact the Council to discuss this consultation, but your formal comments should be put in writing to Woking Borough Council as described in the enclosed documents, or be sent by email to housing.commercialenquiries@woking.gov.uk

Please find enclosed a Notice of Intention, which sets out the Council's proposal.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Louise Strongitharm', with a long, sweeping horizontal line extending to the right.

Louise Strongitharm
Strategic Director - Communities

Frequently Asked Questions

Q. What is the notice that I have received, it is very complicated to understand?

A. The notice is to advise that your Landlord (Woking Borough Council) must enter into an Agreement for the refurbishment and improvement works detailed within these documents. As a Leaseholder or Tenant, under the terms of your lease/tenancy agreement you may be required to contribute towards the cost of these services, therefore your landlord must consult with you.

Q. What is a Qualifying Long Term Agreement?

A. This is a contract that is entered into by the Landlord in order to provide a service or undertake works where the contract will last more than 12 months.

Q. What Works are being proposed?

A. Enclosed with this letter is a Summary of Works. Not all Works will be required at all blocks. The specific details of this are being finalised and you will be consulted on this as part of Stage 2 of this consultation.

Q. Why am I receiving a Notice about Works that will not affect me?

A. It is acknowledged that not all Leaseholders may be affected by all of the Works listed but as the Works will be included as part of a wider contract, you must be consulted regardless.

Q. Why do I have to pay for these Works?

A. As the Freeholder of the block, Woking Borough Council is required to maintain the structures and communal areas of blocks/properties, and you are required to pay your proportion of these costs in accordance with the Terms and Conditions of your Leasehold Agreement.

Q. What Works am I paying for?

A. Not all Works within the Summary of Works will be required at all blocks. The specific details of this are being finalised and you will be consulted on this as part of Stage 2 of this consultation. The Council only intends to charge Leaseholders for Works that are deemed part of the Council's standard asset management plans (such as window replacements, new roofing, communal decorating etc.) and not for works such as cladding/external wall system replacement.

Q. My block has had some cladding removed. Is this being repaired and will I pay for it?

A. The full upgrade/replacement of cladding/external wall systems to those blocks that have had cladding removed is part of the Summary of Works. These Works will **not** be recharged to Leaseholders.

Q. How do I know I am getting value for money?

A. The costs under the Agreement will be provided to us during the competitive tendering process, and the rigorous process of evaluating both the costs and the quality of tender responses received should ensure good value for money for the works provided.

Q. When are the Works due in my block?

A. This is still to be finalised. During mobilisation of the Works, extensive consultation on timetables will be undertaken by the Council and the Contractor with all residents.

Q. The have already been major works completed in my block, why I am receiving this notice?

A. Additional works are required to your block, therefore you must be consulted.

Q. Will I be expected to pay immediately?

A. The Council offers options for payment, dependent on the value of the charge to you. The Repayment Options are detailed within the enclosed documents.