

**NOTICE OF PROPOSAL TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT UNDER
SCHEDULE 2 TO THE SERVICE CHARGES (CONSULTATION REQUIREMENTS) (ENGLAND)
REGULATIONS 2003**

Re: PROVISION OF GROUNDS MAINTENANCE SERVICES - CONTRACT

Please Note:

1) If you are not the legal owner of The Property, please forward this Notice and the enclosures to the legal owner as soon as possible.

2) If you are in the process of selling your home, you should give a copy of this Notice and the enclosures to the prospective purchaser.

This Notice is served by Metropolitan Housing Trust Ltd as agent on behalf of: Roundshaw Homes Ltd. For the purpose of this notice, any reference to 'Metropolitan' or 'Landlord' will denote Roundshaw Homes Ltd

This notice is given following the notice of intention to enter into a long-term agreement for provision of Grounds Maintenance Services on the Roundshaw Estate served on: *30 June 2014*. The consultation period in respect of the notice of intention *ended on: 11 August 2014*. A copy of this notice and the notice of intention can be viewed on our website at the following address:
www.metropolitan.org.uk/customers/leaseholders.

1. Parties to the proposed agreement

The details of the contractor with whom Metropolitan proposes to enter into agreement with are:

Lot	Geographic/Local authority area	Contractor proposed	Price (exclusive of VAT) per annum
1	Roundshaw Estate	G. Burley & Sons Ltd Burleys Corner South Holmwood Surrey RH5 34LJ	£44,000 fixed fee

There are no pre-existing relationships or current connections with G. Burley & Sons Ltd
The cost shown in the chart above is a £44,000 fixed fee per annum however the contract value will be approximately £90,000 PA once variations have been paid for i.e. tree works / removal of fly tipping.

The contracts have variable costs associated in respect of re-active works in addition to those that will be provided as part of a regular service annually. At present we do not have a programme of planned works for estate services to be carried out in addition to the regular service. Any re-active or planned works will be subject to a further Notice of Intention consultation if the anticipated costs are likely to exceed £250 for anyone leaseholder in a specific service charge year or will be advised of through your annual service charge estimates or yearend accounts if under the £250 threshold.

2. Proposed Grounds Maintenance Services Provision

A copy of the 'Instruction To Tenderers' document which details the proposed contract provision is available to view at the following Web page: www.metropolitan.org.uk/customers/leaseholders alongside copies of documents from the earlier consultation.

A copy of the proposal will be available to view Monday – Friday between 10am and 4pm with the exception of bank holidays. Please note area offices will only have the proposal available that relates to their region. The regional office address is as follows:

Roundshaw Homes, 5 Mollison Square, Wallington, Surrey, SM6 9DA

Estimated Contract start date:	1 st September 2015 (Anticipated)
Estimate Duration:	Anticipated duration including break points initial 2 years with up to 7 years subject to annual review

3. Relevant Contribution

Individual costs will be confirmed as part of the year end reconciliation process, there will be no change to your current 2015/16 estimated charge. In respect of your estimated contribution due to the multiple contracts which are broken down in accordance with your lease, it has not been feasible to provide within this notice detailed cost information.

Most Metropolitan service charge years run from 1st April to 31st March. If however your lease provides for a different accounting period we propose no change to your current charges, but any adjustments will be applied along with the end of year reconciliation for your account.

Please note if you do not receive any services, or your lease / properties covenants do not provide for Metropolitan to carry out these services or works, there is no proposal to charge you. Please see the additional information sheet accompanying this notice for more information.

A copy of your lease or properties deeds can be obtained from www.landregistry.gov.uk

4. Observations

You are invited to make written observations in relation to the proposed agreement by sending them to:
**Jo Hinton - Leasehold Manager, Metropolitan Housing Trust Ltd,
PO BOX 10262, Nottingham, NG8 9LE**

Alternatively, you can email your observations to: consultation@metropolitan.org.uk. Please mark emails 'Roundshaw Grounds Consultation'. Observations in any other form will not be accepted. In particular oral observations or by telephone will not be accepted. A response form is included for your convenience but please note you do not have to use the form. Observations must be received within the consultation period. The date of this notice is 13 July 2015 and the consultation period will end on 13 August 2015.

5. Summary of Observations

No observations were delivered to the advertised addresses in respect of the notice of Intention dated 30 June 2014.

One comment was delivered to advertised address however this was in relation to a service charge issue unrelated to the consultation and therefore is not included within this notice.

6. Additional Information

Additional information and frequently asked questions accompany this notice to provide you with further detail that may answer some of your initial queries.

Yours sincerely,



Jo Hinton
Leasehold Manager
On behalf of Metropolitan Housing Trust

Date of Notice 13 July 2015

Enc:
Response form,
Language Sheet,
Additional Information Booklet