

**Notice under Section 20 of the Landlord and Tenant Act 1985 as amended by  
Section 151 of the Leasehold and Commonhold Reform Act 2002**

To all leaseholders of The Birches, Marlborough Road, Swindon SN3 1PT.

1. It is the intention of Jefferies Mews Management Company Limited to enter into an agreement to carry out works in respect of which we are required to consult leaseholders (*see Note 1 below*).
2. The works to be carried out under the agreement are as follows:  
To replace the Fascias, Soffits, Cladding, Gutters and Downpipes of each block on the entire site:
  - Supply and fit uPVC woodgrain effect fascia boards, cladding, soffit and brown guttering and downpipes.
  - Leave site clean and tidy
  - All work to be undertaken in a safe manner by an appropriately insured contractor
  - Provide an insurance backed guarantee.
3. We invite you to make written observations in relation to the proposed works by sending them to Jefferies Mews Management Company Limited, 15 Windsor Road, Swindon, SN3 1JP. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on 30 June 2018. (*see Note 3 below*).
4. We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above (*see Note 4 below*).

Notes

1. Section 20 of the Landlord and Tenant Act 1985 (as amended) (the '1985 Act') provides that a landlord (as defined by Section 30 of the 1985 Act) must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of any one leaseholder will exceed £250. 'Qualifying works' are defined by Section 20ZA of the 1985 Act.
2. Where a notice specifies a place and hours for inspection:
  - a. the place and hours so specified must be reasonable; and
  - b. a description of the proposed works must be available for inspection, free of charge, at that place and during those hours.

If facilities to enable copies to be taken are not made available at the times at which the description may be inspected, the landlord shall provide to any leaseholder, on request and free of charge, a copy of the description.

3. The landlord has a duty to have regard to written observations made within the consultation period by any leaseholder or recognised tenants' association. 'Recognised tenants' association' is defined by Section 29 of the 1985 Act.
4.
  1. Where a single nomination is made by a recognised tenants' association (whether or not a nomination is made by any leaseholder, the landlord shall try to obtain an estimate from the nominated person.
  2. Where a single nomination is made by only one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate from the nominated person.
  3. Where a single nomination is made by more than one leaseholder (whether or not a nomination is made by a recognised tenants' association), the landlord shall try to obtain an estimate:
    - a. from the person who received the most nominations; or
    - b. if there is no such person, but two (or more) persons received the same number of nominations, being a number in excess of the nominations received by any other person, from one of those two (or more) persons; or
    - c. in any other case, from any nominated person.
  4. Where more than one nomination is made by any leaseholder and more than one nomination is made by a recognised tenants' association, the landlord shall try to obtain an estimate
    - a. from at least one person nominated by a leaseholder; and
    - b. from at least one person nominated by the association, other than a person from whom an estimate is sought as mentioned in paragraph (a).