**Leaseholder Consultation Meeting Feedback**

**Contract name and Number**

Time / Date of Meeting: 12th September 2016

Attendees / Representatives for Camden

* Consultation Officers Name: Dom Clarke
* Contract Manager Name: Colin Kenny
* Contractor Names: -
* Consultants Name: -

Number of Leaseholders attended: 4

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| All Leaseholders, barring Mr Strand- Margulles, queried aspects of the scope i.e how long scaffolding would be up and details relating to the suspension of any parking in the immediate areas surrounding the properties.  Mr Strand- Margulles of 2 Estelle Road, sat with the myself throughout the duration of his stay to query the calculation of costs, the methods used (RV) and possible payment options available to him. He also requested the contact details of his allocated collections officer.  The Leaseholder of 4C Southhill came merely for information purposes as she is first-time Leaseholder of said property and was trying to gain an understanding of the consultation processes. She was happy with Colin’s explanation of the scope and the necessity for provisional sums. Ms Linton then sat with me to clarify how and when any relevant invoices will be issued, I gave her a rough timeline based on experience but assured her that this could be succeptible to change which she readily accepted and understood.  To conclude, the meeting was a very positive engagement with all four leaseholders and I believe they all left with a better understanding of our intentions relating to this contract of work. |

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| N/A |

Time meeting ended: 19:15

Signed  (Dom Clarke – Consultation Officer)

Dated 14th September 2016