**Draft Minutes Landlord Steering Group (LSG) Meeting**

**Wednesday 8th June 2022**

**2.00pm– 4.30pm**

**Virtual Meeting**

**1. Present**

Richard Woodcock, Chair (RW), Terry Samuel (TS), Shera Payne (SP), Paul Hughes (PH), Carol Duckfield (CD), Zoe Court (ZC), Dr Gurmit Singh (GS) and Balwant Rai, Secretary (BR)

**2. Welcome and Apologies**

RW welcomed members to the meeting.

Apologies: Richard Thomas, Vice-Chair (RT), John Warburton (JW), Sue Warburton (SW), Sarah Churchill (SC), Paul Chapman (PC), Don Robbie (DR) and Grant Thoday (GT).

**3. LSGTOR/Newsletter and Discussion with Zoe Court**

TS advised that his suggestions will be covered later in the meeting.

**Zoe Court’s presentation on the new ‘1,2,3’ refuse collection service**

Zoe Court, Contract Services Manager gave a presentation for both SDC and WDC, which is due to launch in August 2022. ZC answered queries from LSG members’

ZC said that the waste contract is currently run by Iverde but this is due to change to Biffa. ZC discussed the various advantages in converting to the new 1,2,3 system. Recycling bins will be collected every two weeks, weekly food waste collection with 2 Food caddies provided, all other non-recyclable waste collected every 3 weeks. Garden waste will remain every 2 weeks. This will be the same for WDC and SDC. Landlords of properties in the centre of Leamington on weekly sack collections have already been written to about the change, asking if they would be able to have wheelie bins. There will be flyers sent out within the next few weeks and a ‘welcome pack’ for the student properties in September. ZC offered to run this ‘welcome pack’ by the LSG when this is completed which was welcomed.

RW thanked ZC for her well prepared thorough and comprehensive presentation.

Zoe Court can be contacted at: [Zoe.Court@warwickdc.gov.uk](mailto:Zoe.Court@warwickdc.gov.uk) More information about the new scheme can be found at: [www.warwickdc.gov.uk/123collections](http://www.warwickdc.gov.uk/123collections)

**Action: ZC to email her presentation slides to BR who will circulate to the LSG Members.**

**4.Minutes of Last Meeting and Matters Arising**

RW asked members if there were any issues regarding the last minutes.

TS mentioned that Under Item 5 Student Rental Analysis the wording ‘10 months increased’ should be ‘10 months decreased.’

TS asked BR if point 3 has been actioned then BR confirmed item 3 had been actioned’

TS felt that there should be more of a gender balance by having 4 women in the LSG and he will pursue it further with the Task Group.

**Action-TS will incorporate a 5 minutes’ slot to introduce LSG at the next Forum.**

A4 sheet to be made available to publicise the LSG.

**Action-TS will prepare and distribute it.**

Newsletter-All agreed that there should be two Newsletters to coincide with the two Forums annually.

Last Forum Review-TS asked if we had any comments about the last review.

**Action-BR will contact DR to get Review /Feedback of the last Forum and will circulate to the Members.**

**5. 28 September 2022 Landlord Forum**

It was agreed that the next Forum should be face to face even if NRLA did not support it.

**Action-BR will make arrangements for organising Forum as per para 7.11 of LSGTOR**

Venue- BR informed the Group that PC expects to confirm booking of Stratford Racecourse

Topic and Speakers-

Introduction-RW will take this up

Legislation updates- By DR otherwise RW would present on behalf of DR if not present

Energy Funding for Landlords-PH will arrange Speaker via E-on

Crime Prevention-BR will arrange Speaker from Police/Crime Prevention

Legal Issues (eviction)- BR will arrange a Speaker with a legal background

TS-Zoe Court’s presentation or a leaflet can be put in the Forum welcome pack.

**6.Update on HMO Licensing and Planning Permission Policy**

PH gave a resume of the Policy that has already been emailed to LSG Members.

PH advised that he was seeking to amend the policy by giving Officers discretion to determine cases where there was clear and continuous historic use

The LSG Members appreciated PH’S pragmatic, friendly and flexible approach towards the policy.

PH can be contacted at: Paul.Hughes@warwickdc.gov.uk and More information can be found about this scheme from [www.warwickdc.gov.uk/hmo](http://www.warwickdc.gov.uk/hmo).

**7.AOB**

TS reminded members about future LSG meetings.

RW mentioned that the next meeting should be face to face at Riverside House.

PH advised Riverside House is not currently open to the public but would provide any update as and when received.

**8.Thanks and Close-RW**